

RAMCO INSTITUTE OF TECHNOLOGY

Minutes of Planning & Monitoring Board Meeting

Ref.: RIT/Planning & Monitoring / Meeting/01

Date: 24.04.2019

Venue: Principal Room



Time: 3.00 pm to 6.00 pm

Members: Vice Principal, DGM(A), HoDs, Phy. Director, Librarian, Exam Cell Coordinator, NSS Officer, TPO,			
Sl. No.	Points discussed along with resolutions	Target Date	Responsibility
1	<p>Budget for Academic Year 2019-20 (both capital, recurring, Training and Travel) along with activities and time frame:</p> <ul style="list-style-type: none"> • Format of Budget Proposal was reviewed and revised incorporating general guidelines suitable for NBA accreditation. • Budget proposals for Hostel, Transport, Estate Maintenance, Electrical Maintenance (including power house) STTP, would also be prepared and submitted to DGM (A) and all the other budget proposals of departments, co curricular, extracurricular, research, career guidance, industry institute interaction cells, library, TPO, General Amenities (Data center, Computer Maintenance, Communication systems etc) would be submitted to Principal. 	15 th May 2019	Coordinators/ TPO / HODs/
	<ul style="list-style-type: none"> • The budget proposals should be submitted before 4th May 2019 for scrutinizing and consolidating them by DGM(A), Vice Principal and Principal and submitting the same to CEO. 	15 th June 2019	DGM(A)/ Vice Principal / Principal
2	<p>Infrastructure (Capital Equipment) Proposed and Recommended for 2019-20 budget</p> <ul style="list-style-type: none"> • EEE dept: Renewable Energy System Lab with equipments to meet revised regulation • Physics dept: Two work tables to accommodate more students; Ground leveling; Gym equipment. • English dept: Software for language lab (renewal) • Chemistry dept: Research Labs to get AU research center recognition. • CSE dept: Wall mounting fans to all Computer labs to minimize the use of AC and power consumptions • Civil dept: Models for Irrigation Lab and equipment for High Way Engineering. • ECE dept: Equipment for Advanced Communication lab to meet revised regulation. • Mech Engg: CAD/CAM/CAE Software updates • TPO: 3 in one printer and steel rack • Academic blocks: High resolution CCD cameras. • Library: Extra racks for new books/Magazines; Kindle Reader; Chairs and Tables (to increase the 	-	Concerned Heads / Coordinators/ DGM(A)/ Vice Principal / Principal

S. Raj Kumar
21/5/19

N. N. S. 21/5/19

	seating capacity as suggested by NAAC committee) <ul style="list-style-type: none"> • Phy. Education: Play ground leveling and New sports items for Gym. • Power House: Additional 30 kW solar panel 		
3	Human Resource - Proposed and Recommended for 2019-20 <ul style="list-style-type: none"> • One Professor / Associate Professor is to be filed before Sep 2019 for Civil dept towards NBA accreditation during 2020. • One technician for Web Site maintenance • Two technicians for ECE labs • One Junior Assistant for TPO. • Promotions as per CAS to support NBA accreditation planned for CSE, EEE, ECE and Mechanical Programmes during 2019 - 20 • Possibility of appointment of adjunct faculty with Professors from IITs, NITs, / experienced industrialist / Scientists (Retired) may be explored to support NBA accreditation. 	31 st July 2019	HoDs/ DGM(A) Vice Principal / Principal
4	Initiatives to be taken & implemented during 2019-20		
	<ul style="list-style-type: none"> • Question Paper Audit 	30 th Sep 2019	Exam cell coordinator/ Academic (ISO) coordinator
	<ul style="list-style-type: none"> • Nomination of faculty coordinator(s) for Public Relations Promotions (Press & Media) 	At the earliest	DGM (A)
	<ul style="list-style-type: none"> • Integrated ERP (Academies, Student and Staff Data Base, Research, Finance, etc.) 	31 st July 2019	HoD (CSE) DGM(A)
	<ul style="list-style-type: none"> • Special coaching / training for preparing students to Skill Rack Tests and Quiz contests. 	Continuous	TPO
	<ul style="list-style-type: none"> • Motivation for large number of participation (all students) in Hackathon, Project competitions, NPTEL & SWAYAM online courses, etc. Targets may be fixed. 	Continuous	TPO / Coordinator- Co curricular (online courses)/ HoDs
	<ul style="list-style-type: none"> • Data Security 	31 st July 2019	Faculty- in- Charge (Data center & HoD (CSE)
	<ul style="list-style-type: none"> • Yoga Club 	31 st July 2019	NSS coordinator
	<ul style="list-style-type: none"> • Innovation Center 	Academic year 2019-20	HoDs/ DGM(A) Vice Principal / Principal
	<ul style="list-style-type: none"> • Each faculty should publish at least two research articles or patents and submit one research proposal every year. 	Continuous	Faculty
5	Others <ul style="list-style-type: none"> • Faculty and staff should concentrate on maintaining pass percentage, discipline and good ambience 	-	All Lab/ Section in-charges / HODs

	<ul style="list-style-type: none"> • Alumni Meet should be arranged at least once in a semester. • Feedback forms should be revised to suit IQAC/NBA requirements. • All Fee collection through online banking mode 		DGM
<p>Prepared and Approved by:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  21/5/19 VICE PRINCIPAL </div> <div style="text-align: center;">  21/5/19 PRINCIPAL </div> </div>			

Copy to:

1. All HoDs, DGM(A), Accountant and Faculty members through HoD via e-mail for information and follow up
2. File copy



TÜVRheinland®

Precisely Right.

CN 01 100 1637242

Audit Report as per

TRCert - ISO 9001:2015

For

**Ramco Institute of Technology
North Venganallur, Rajapalayam – 626 117
Virudhunagar District, Tamilnadu, India**

Client	Standard(s)	Certification Number(s)	Audit Type
Ramco Institute of Technology	ISO 9001:2015	01 100 1637242	Recertification Audit

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Client	Standard(s)	Certification Number(s)	Audit Type
Ramco Institute of Technology	ISO 9001:2015	01 100 1637242	Recertification Audit

Audit Leader : Viswanathan V (VV)

Audit Team :

Management System Representative Dr.L.Ganesan

Audit Date : 09,10-12-2019

1 Audit result

Management system effectiveness was verified on site by means of random sampling by an appropriately selected auditor. This applies in particular to the compliance of workflows with standard requirements and the descriptions in management system documentation. The special features of the organization's business activities, the applicable statutory and regulatory requirements and the requirements set forth in other generally applicable documents were also taken into account. This was done by means of a sampling approach, by conducting interviews and reviewing the appropriate documentation. Audit findings and recommendations regarding opportunities for improvement have been set forth in Sections 4 of this report.

<input type="checkbox"/>	The last audit revealed nonconformities which have been demonstrably corrected. The corrections and corrective actions taken in this respect have been verified.
<input type="checkbox"/>	A stage 1 audit was performed and the organization found ready for certification. Identified weaknesses, if any, have been eliminated and the respective corrective action verified.
<input checked="" type="checkbox"/>	The current audit revealed the following nonconformities: Standard(s): ISO 9001 No. of nonconformity:00
<input type="checkbox"/>	The major nonconformities (No. x) with individual standard elements require a re-audit to verify the effectiveness of the corrections and corrective actions (probable date:.ddmmyyyy)
<input checked="" type="checkbox"/>	The organization has established and maintains an effective system to ensure compliance with its policy and objectives. The audit team confirms in line with the audit targets that the organization's management system complies with, adequately maintains and implements the requirements of the standard(s).

The auditor therefore recommends (provided the effectiveness of corrections and/or corrective actions addressing the identified nonconformities has been verified):

<input checked="" type="checkbox"/>	Award of the new certificates.
<input type="checkbox"/>	Maintenance of the existing certification.
<input type="checkbox"/>	Inclusion of the changes (see Section 3) in the scope of application of existing certifications
<input type="checkbox"/>	Maintenance or issue of the certificates only after successful completion of a re-audit.

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2 Scope

2.1 Description of the organization

Ramco Institute of technology is founded with a vision to impart high quality engineering education at an affordable cost. Under the able guidance of our Chairman – Shri P. R. Ramasubrahmaneya Rajha, son of Shri . P A C Ramaswamy Raja; distinguished professionals, academicians and education experts, They continually aim to revolutionize the learning environment by creating an enviable knowledge pool of engi-neering and technology graduates who are attuned to the current industry requirements. Being part of the Ramco Group, which is well known for its qualitative and innovative brands not only in India but across the world, they are looked upon to set high standards in the education sector. True to its legacy, RIT has embarked on a mission to empower students with high-quality, accessible yet world-class engineering education and prepare these young minds for lifelong learning by creating and disseminating appropriate knowledge.

2.2 Scope of certification

Scope of certification: (per standard):	Providing Educational Services Leading to Undergraduate Degree in Engineering & Technology
ISO 9001 standard requirements which are not applicable:	8.3 – Design and Development
Reasons for non-applicability:	Since Syllabus and Guidelines are provided by Anna University, Chennai and All India Council of Technical Education (AICTE), New Delhi. Hence this clauses has been excluded

In cases involving multi-site certification: Internal auditing throughout the multi-site organization was verified with a positive result. The management representative has appropriate authority over the sites included in the multi-site organization

In the certification audit, auditing was performed at the sites identified in the table below.

The following sites and their scopes are included in the scope of certification:

Client	Standard(s)	Certification Number(s)	Audit Type
Ramco Institute of Technology	ISO 9001:2015	01 100 1637242	Recertification Audit

Site No. (CN ext.)	Sites included in cert. Name/address of site	No. of emp.	Scope and processes	Standard(s)	Audited
01	Ramco Institute of Technology North Venganallur, Rajapalaya m – 626 117 Virudhunagar District, Tamilnadu, India	75	Scope: Providing Educational Services Leading to Undergraduate Degree in Engineering & Technology Processes: <ul style="list-style-type: none"> • Admission • Office and Administration • Purchase • Teaching and Learning Process 	ISO 9001:2015	<input checked="" type="checkbox"/>

3 Changes in the management system / Contract review

No major changes have been made to the management system and the management system documentation since the last audit. The order details which form the basis of the audit (including number of employees, scope and sites) reflect the actual situation in the organization.

The description of the scope in the certificate appropriately reflects the scope of the management system
The audit plan was not changed during the audit.

4 Audit findings

The audit findings related to the audited standards are listed in the Annexes to this report (see. Annex ISO 9001).

All information gained during the audit will be treated with strict confidentiality by the auditor and the certification body. In view of the sampling approach applied to the audit, weaknesses and nonconformities may still exist which have not been identified during the audit.

No.	Unit/Department Site	Positive findings
1	Management	Top Management commitment and continual improvement practices by the entire team.

The following recommendations and opportunities for improvement provided by the auditor are intended to contribute to the continuous improvement of the management system.

Audit Report

Client	Standard(s)	Certification Number(s)	Audit Type
Ramco Institute of Technology	ISO 9001:2015	01 100 1637242	Recertification Audit

No.	Unit/Department Site	Recommendations and opportunities for improvement
1	Teaching Learning Process	Improvements in planning and execution of the syllabus may also focus on micro level inputs and it can be documented in the lesson plan also.

5 Dates

Due Date for the next audit

18-12-2020

Agreed date for the next audit

Mid of December 2020

20-12-2019

Date



Audit Leader / Auditor(s)

Client	Standard(s)	Certification Number(s)	Audit Type
Ramco Institute of Technology	ISO 9001:2015	01 100 1637242	Recertification Audit

Annex ISO 9001:2015

Item	Audit result
Context of the organization	<p>The organization has determined internal and external issues related to the following subject areas (Note: subject areas can be legal requirements, co-operations, competition, community etc.)</p> <p>The organization has identified interested parties and the requirements of these parties. Examples for such determined interested parties are:</p> <ul style="list-style-type: none"> • Students • Parents
Policy / objectives	<p>Top Management has declared its quality policy binding and implemented. The quality policy is appropriate and provides a framework for the respective quality objectives. It commits all employees to pursue continuous quality system improvement.</p> <p>Key quality objectives include:</p> <ul style="list-style-type: none"> • Result analysis • Customer satisfaction
Process control including outsourced processes	<p>The processes available in the organization have been identified and documented. Process workflows and interactions have been described and appropriately controlled. The processes are evaluated at regular intervals by means of key performance indicators.</p> <p>Key processes within the scope of product realization include:</p> <ul style="list-style-type: none"> • Teaching and learning processes • Admission • Purchase • HR & Training Process • General Maintenance Process <p>The following processes have been outsourced:</p> <ul style="list-style-type: none"> • Nil <p>These processes are appropriately reviewed and controlled.</p>
Risk-based thinking	<p>The requirements for risk-based thinking are being realized in the organization as follows:</p> <p>Risk-based thinking has been applied for the following processes:</p> <ul style="list-style-type: none"> • Trainings for staffs • Utilization of Simulation labs • Risk register and templates are available, same will reviewed and uploaded will be next Audit <p>Examples of risks and opportunities of processes identified are:</p> <ul style="list-style-type: none"> • Capturing of University requirement not properly • Monitoring and slow learners <p>Examples of risks and opportunities concerning the context of the organization are</p>

Client	Standard(s)	Certification Number(s)	Audit Type
Ramco Institute of Technology	ISO 9001:2015	01 100 1637242	Recertification Audit

Item	Audit result
	<ul style="list-style-type: none"> Competitive market Chance of cancellation of appointment order to the students <p>Concerning risk based thinking the following tools are used</p> <ul style="list-style-type: none"> SWAT
Customer-related and other requirements	<p>The organization analyses and evaluates customer requirements and/or enquiries and any documented, assumed, statutory and regulatory requirements within the scope of a production and feasibility study performed in a team.</p> <p>Offers are prepared and approved by Proprietor. The person who prepared the offer reviews the contract to ensure its compliance with the offer and documents this compliance in an order confirmation. The same procedure applies to amendments.</p> <p>The following process requirements significantly affect product or service quality:</p> <ul style="list-style-type: none"> Control on process parameters like internal tests, special coaching classes, assignments, seminars etc. <p>Key regulatory, statutory and customer-related requirements include:</p> <ul style="list-style-type: none"> AICTE, University requirements.
Customer satisfaction and complaints	<p>The organization maintains documented and effective procedures governing the handling of information, data analyses, improvement actions and responses to customer feedback. Feedback collected from the customer and there are 0 complaints received from the customer</p>
Internal audit and management review	<p>The organization measures MS implementation, maintenance and effectiveness by means of annually scheduled system audits. The organization reliably carries out these audits. The nonconformities identified in these internal audits had been corrected by the time the audit documented in this report was performed. Internal audit conducted during 03-05.12.2019 was verified</p> <p>Top management reviews the organization's quality management system at regular intervals and in line with the requirements to ensure its continuous suitability, adequacy and effectiveness. The management review of 25.06.2019 was carried out in accordance with the requirements and was effective.</p>
Use of certificate and logo	Used Appropriately

Audit Report

Client	Standard(s)	Certification Number(s)	Audit Type
Ramco Institute of Technology	ISO 9001:2015	01 100 1637242	Recertification Audit

Chapter of standard	4.1	4.2	4.3	4.4	5.1	5.2	5.3	6.1	6.2	6.3		
Rating *	1	1	1	1	1	1	1	1	1	1		
No. of nonconformity												
Chapter of standard	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	8.6	8.7
Rating *	1	1	1	1	1	1	1	4	1	1	1	1
No. of nonconformity												
Chapter of standard	9.1	9.2	9.3	10.1	10.2	10.3						
Rating *	1	1	1	1	1	1						
No. of nonconformity												

- * Rating:**
- 1 = conforming
 - 2 = not audited in this audit
 - 3 = failed/nonconformity (see nonconformity report)
 - 4 = not applicable

RAMCO INSTITUTE OF TECHNOLOGY
Minutes of IQAC Meeting-II
Academic year 2018-19

Date: 06.03.2019

Date of Meeting: 04.03.2019

Venue: Library

Principal welcomed all the stake holders of RIT IQAC for the second meeting.

The members reviewed the suggestions given in the First Meeting:

- i) The work related to the establishment of basket ball and Volley ball courts is initiated based on the approval given in the fourth governing council and it will be over before the commencement of the academic year 2019-20.
- ii) Suitable steps will be taken in CAC meeting regarding the change of College Timings for the benefit of students. The students can be segregated as slow and fast learners and may be given special training. After 4.10 PM, i.e., during the last hour the students may be encouraged to go for Sports, Club activities and Library.
- iii) To promote library usage, HoDs insisted that all the faculty members should motivate students for taking technical seminar by utilizing our facilities in the digital library.

Dr. S. Rajakarunakaran, IQAC Coordinator presented the progress of NAAC visit. We have submitted the NAAC SSR on 09.01.2019. Then NAAC will start the Data Verification and Validation (DVV) and Student Satisfaction Survey (SSS) process. After completion of these two processes, NAAC will send Peer team for visit. If everything goes as per the stipulated time, the NAAC peer team visit will come to our institution during the third/fourth week of March 2019.

Dr. S. Periyayagi, ISO Coordinator presented the details of Quality objectives set for the academic year 2018-19. She also informed that the quality objectives have been formulated based on the guidelines given in the Anna University Revised Guidelines AU-R2019. It is given in the Annexure 1.

Principal informed that to improve the quality of student admissions for the academic year 2019-20, the student admission policy has been prepared based on the consideration of merit scholarships to all students (General Quota and Management Quota) who come under general category/sports category. The Proposed admission policy was presented in the governing council which was conducted on 21.02.2019. After getting the approval, it will be implemented in the forthcoming academic year 2019-20.

The Training and Placement officer presented the details of placement and informed other prospective recruiters visiting the college during March/April 2019.

Dr.O.Senthilkumar, Associate Professor/Chemistry informed in the National Science Day celebrated on 28.02.2019, many students actively participated in various events such as Technical Quiz, Maths Olympiad, Painting, Debate, Paper presentation, Project Exhibition, etc. Many students with great enthusiasm exhibited nearly 140 innovative Projects and won attractive cash prizes.

The Principal shared the following details related to

i) Other Developmental activities

- Website has been made dynamic
- Official Face Book account has been started
- Internet speed has been Enhanced to 200 Mbps – BSNL Connection + 30 Mbps - Getnet – Wireless media
- Institution Model has been displayed
- Green Campus initiatives – 1000 Tree Samplings
- Solar Power Generation – 20 kW is installed
- AI Lab – Bennet University Collaboration
- e-Yantra – Robotics Club of IIT (Mumbai)
- IIT PALS – Nov 2018
- AU-Center for University – Industry Collaboration (AU-CUIC) – Jan 2019
- Online Grievances redressal Mechanism – Portal was created in Jan 2019

ii) Institution Quality Performance Metrics & recognitions

- CII Ranking – Gold (Score 24.59)
- NIRF Ranking – Participated in 2017-18 and 2018-19

Dr. O. Senthil Kumar proposed the Vote of Thanks.


29/3/19
IQAC COORDINATOR


6/3/19
PRINCIPAL

Copy circulated to all IQAC members through mail

Copy to

- All Head of Departments
- RIT-Website In-charge
- RIT-ISO MR
- File

RAMCO INSTITUTE OF TECHNOLOGY
QUALITY OBJECTIVES
Academic year: 2018-2019

Department	Objectives	Target
Each Department	♦ Achieving pass percentage in every subjects in End Semester Examination	Greater than 90%
	♦ Achieving pass percentage in every class in End Semester Examination	Greater than 85%
	♦ Achieving pass percentage in every department in End Semester Examination	Greater than 80%
	♦ Achieving pass percentage in every subjects in <i>Internal Test -1</i>	Greater than 80%
	♦ Achieving pass percentage in every class in <i>Internal Test -1</i>	Greater than 75%
	♦ Achieving pass percentage in every subjects in <i>Internal Test -2</i>	Greater than 85%
	♦ Achieving pass percentage in every class in <i>Internal Test -2</i>	Greater than 80%
	♦ Achieving pass percentage in every subjects in <i>Internal Test -3</i>	Greater than 90%
	♦ Achieving pass percentage in every Class in <i>Internal Test -3</i>	Greater than 85%
	♦ Participation in Conference/ Seminar/ Workshop/ FDP, etc.	One per semester per faculty member
	♦ Presentation/Publication in National/International Conferences/Journals	One per year per faculty member
	♦ Completion of Online courses through Coursera/edX/MIT/NPTEL, etc.	One per Semester per faculty member
		For students, As per the Anna University regulations 2017
	♦ Submission of Project proposals to funding agencies	One per year per <i>faculty member(s)</i> having Ph.D
	♦ Organizing conference/seminar/ workshop/FDP, etc.	One per year
	♦ Conducting Guest Lecture/Special Lecture	Two per semester
	♦ Organizing value added courses/certification courses	As per the Anna University regulations 2017
♦ Faculty Industrial Visit	One per faculty per year	
♦ Virtual Laboratory Experiments	Two per semester	
♦ Signing of MoU with Industry	Two per year	

RAMCO INSTITUTE OF TECHNOLOGY
QUALITY OBJECTIVES
Academic year: 2018-2019

Department	Objectives	Target
Each Department	♦ Achieving pass percentage in every subjects in End Semester Examination	Greater than 90%
	♦ Achieving pass percentage in every class in End Semester Examination	Greater than 85%
	♦ Achieving pass percentage in every department in End Semester Examination	Greater than 80%
	♦ Achieving pass percentage in every subjects in <i>Internal Test -1</i>	Greater than 80%
	♦ Achieving pass percentage in every class in <i>Internal Test -1</i>	Greater than 75%
	♦ Achieving pass percentage in every subjects in <i>Internal Test -2</i>	Greater than 85%
	♦ Achieving pass percentage in every class in <i>Internal Test -2</i>	Greater than 80%
	♦ Achieving pass percentage in every subjects in <i>Internal Test -3</i>	Greater than 90%
	♦ Achieving pass percentage in every Class in <i>Internal Test - 3</i>	Greater than 85%
	♦ Participation in Conference/ Seminar/ Workshop/ FDP, etc.	One per semester per faculty member
	♦ Presentation/Publication in National/International Conferences/Journals	One per year per faculty member
	♦ Completion of Online courses through Coursera/edX/MIT/NPTEL, etc.	One per Semester per faculty member
		For students, As per the Anna University regulations 2017
	♦ Submission of Project proposals to funding agencies	One per year per <i>faculty member(s)</i> having Ph.D
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♦ Faculty Industrial Visit	One per faculty per year	
♦ Virtual Laboratory Experiments	Two per semester	
♦ Signing of MoU with Industry	Two per year	

RAMCO INSTITUTE OF TECHNOLOGY

Rajapalayam

Second Meeting of Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Venue: RIT Library

Date: 04.03.2019

Time: 3.00 pm

Sl. No.	Name of the Member	Signature
1.	T.S. Subramaniam	<i>[Signature]</i>
2.	N. Jawahar	N. Nowel 4/3/19
3.	S. Rajakannakararam, IQAC Coordinator	S. Rajakannakararam 4/3/19
4.	S. Dharmaraj, AP(SG)/CIVIL	<i>[Signature]</i>
5.	K. Padmalalshani Prof (CSE)	<i>[Signature]</i>
6.	S. Periyamayagi: Professor / ECE	<i>[Signature]</i> 4/3/19
7.	S. KANNAN Prof / EEE	S. Kanna 4/3/19
8.	P. THIRURAMANATHAN AP/PHYSICS	P. Thiruramanathan 4/3/19
9.	R. CHANDRAN / LIBRARIAN	R. Chandran 4/3/19
10.	J. PREM ANANDH / ENG	J. Prem Anandh 4/3/19
11.	G. Veeramani (P.D)	<i>[Signature]</i>
12.	A. Anun Kumar, AP/EEE	<i>[Signature]</i>
13.	K. Basani kodi, Prof/Maths	<i>[Signature]</i> 4/3/19
14.	O. Senthil Kumar, AsCP/chem	<i>[Signature]</i> 4/3/19
15.	M. Swarna Sridha AP(SG)/C/E	M. Swarna Sridha 4/3/19
16.	N. Karttikeyan A.P(Sr.Gr.) Physics	<i>[Signature]</i> 4/3/19
17.	R. Dhara Sekar - TPO	R. Dhara Sekar 4/3/19
18.	K.S. SELVARAJ DGM(LA)	<i>[Signature]</i> 04/03/19
19.	L. Sathya Kala / Asso prof / Maths	<i>[Signature]</i>
20.	K. KARPAGALAN	<i>[Signature]</i>
21.	V. SURANTHIRAN	<i>[Signature]</i>
22.	A.S. UMA DHEVI	<i>[Signature]</i>
23.	M. RENGASUBRAMANIAM	<i>[Signature]</i> 4/3/19
24.		
25.		
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S. Rajakannakararam
4/3/19
IQAC Coordinator



N. Nowel
4/3/19
Principal

PRINCIPAL
Ramco Institute of Technology
Rajapalayam - 626 117.

RAMCO INSTITUTE OF TECHNOLOGY
Internal Audit Report Rev. 00

STEP ONE: Audit Plan

Process to Audit (Audit Scope):	
Audit Date(s): 10.04.2019 to 15.04.2019	Lead Auditor: Dr.S.Rajakaunakaran
Audit #: 10	Auditor(s): List Enclosed
Site(s) to Audit: Schedule enclosed	
Applicable Clauses of [ISO 9001 or AS9100] Standard:	
4,6,7,8,9,10	
Applicable Documents to Audit	
[Quality Manual Doc Title]	Rev. 00
RIT Quality Manual	00
RIT Quality Procedures	01

STEP TWO: Compare Documentation vs. Requirements

Compare the RIT-ISO documentation with the applicable clauses of [ISO 9001 or AS9100].		
Question	Y/N (or N/A)	Evidence or Notes Sheet Ref. #
In general, does the RIT-ISO documentation meet the requirements of [ISO 9001 or AS9100]?	y	
Review any statutory or regulatory requirements that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the RIT-ISO documentation meet these requirements?	y	
Indicate any suggestions for improvement related to the documentation:		

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STEP THREE: Compare Actual Practice vs. Requirements

Compare the requirements of [ISO 9001 or AS9100], the [Quality Manual Doc Title] and other documentation against what employees are actually doing in everyday practice.

Requirement Reference	Question	Y/N (or N/A)	Evidence or Notes Sheet Ref. #
4.4	How do you monitor and review the information about interested parties and their relevant requirements?	Y	01
5.3	How is the performance of the QMS opportunities for improvement and the need for change?	y	02
7.1.5	How do you ensure that resources provided are suitable for the specific monitoring and measurement activities and are maintained to ensure continued fitness for purpose	Y	04,11,12,14,16
8.5.2	How do you identify the status of process outputs?	y	02,10,11,12,13,14,15
9.1.2	How do you obtain information relating to customer views and opinions of your products and service?	y	03,04,10

Review previous audits for this process. Review previous [CAR Form Abbreviation] s issued against this process, or as a result of previous audits for this process. Add additional checklist questions here, based on the previous audits, [CAR Form Abbreviation]s or other documents or requirements, as you see fit.

Requirement Reference	Question	Y/N (or N/A)	Evidence or Notes Sheet Ref. #
7.1.5	Show me the documentary evidence which is used as a basis for calibration or verification	Y	04,11,12,14,16

Internal Audit Report Rev. 00

STEP FOUR: Verify the Effectiveness of the Process

Review the applicable procedure(s) for this process and answer the questions below.		
Question	Y/N (or N/A)	Evidence or Notes Sheet Ref. #
Are the procedure steps accurate and complete as compared to true practice?	y	
Are there sufficient check steps (inspections, tests, reviews, approvals, sign-offs, etc.) that ensure the process outputs meet requirements before passing onto the next process?	y	
Does the process appear to adequately meet the requirements of [ISO 9001 or AS9100] and the [Short Client Name] documentation?	y	
Does the process appear to adequately meet all customer or regulatory requirements?	y	
<p>Indicate any problems you uncovered with the process:</p> <p>Nil</p>		
<p>Provide brief details on any areas that you found were well-implemented, particularly effective or worth noting as positive traits of the process.</p> <p>Department of Physics and Library - well implemented and maintained documentary evidence as per the requirements of ISO 9001:2015</p>		

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STEP FIVE: Summarize Findings for [CAR Form Abbreviation] system

Based on the findings and nonconformities you have recorded in the previous sections, summarize the necessary actions needed. For type, choose one of the following:

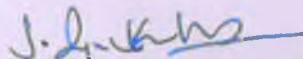
- C = Corrective action needed (existing noncompliance)
- P = Preventive action needed (potential noncompliance)
- OFI = Opportunity for Improvement

[CAR Form Abbreviation] #	[ISO 9001 or AS9100] Clause	Describe finding as you want it to appear in the [CAR Form Abbreviation] system.	Type	Major / Minor
OFI	4,6,7,8,9,10	Requirement: Refer summary of Audit notes No: 08 Evidence: No meeting circular and minutes of meeting is available. Rationale for Finding:		Minor

STEP SIX: Review Audit Report and Submit

All auditors on the audit team must submit their audit reports for summary and review by the Lead Auditor. Lead Auditor: review the completeness of this report prior to submitting it to the [Specific Title for ISO MR]. Be sure findings show objective evidence, that everything is written clearly, and that all checklist questions are answered.

Audit report reviewed and ready for submission:



 Signature of Lead Auditor

17-8-19

 Date

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Date of Audit: 10.04.2019 – 15.04.2019(5 days)

AUDIT FINDING

NOTES PAGE

Your Note reference #	Notes, evidence, findings, comments, etc.
01	<p>The documents and records of Management Representative were audited The documents / records of QMS were verified. The documents are maintained as per the procedure and statutory requirements are maintained and verified. The Updation of document were made and circulated as per the requirement. The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. Only one audit is conducted during the semester. 2. Continual improvement file should be updated. <p>Improvement potential</p> <ol style="list-style-type: none"> 1. ISO Form may be included in student name list. 2. Automation software can be used in future for ISO procedure and Documentation.
02	<p>The documents and records of Admission and Office administration Procedure were audited The files were maintained properly as per procedures The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. ADMF 06: Minutes of the meeting of the planning and monitoring board is missing – 2018-19. 2. ADMF 11: Staff leave letter file: on duty proof is not attached. Staff leave letter file: CCL claim. <p>Improvement potential:</p> <ol style="list-style-type: none"> 1. Attendance certificate/participation certificate for Anna university Invigilation/External Examination duty/Events/Workshops participation –may be submitted after availing OD. 2. Prior CCL form may be formed and submitted before claiming in the leave form. 3. Quality circles for water conservation, Energy conservation may be initiated 4. Student fees payment may be done by online through banks. 5. One Faculty can be assigned for Press to keep tract on Advertisements. 6. Whom to contact chart may be prepared and displayed in the office. 7. Master stock register may be maintained in the office.
03	<p>The documents and records of Training and Placement were audited. The files were maintained properly as per procedures The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. Consolidated report should be prepared for the training programme at the end of each training. Valid reasons and proof should be created for choosing training vendors for the training. 2. Steps should be taken to stop student's absenteeism for the training programmes organised. 3. Consolidated analysis summary of student feedback should be prepared on completion of each training. 4. More placement opportunities for branches like civil and mechanical should be created.

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	<p>5. Employer feedback form, Recruiters feedback form should be maintained and updated at regular time intervals.</p> <p>Improvement potential</p> <ol style="list-style-type: none"> 1. Stern and firm methods should be devised to make the students to complete skill rack test.
<p style="text-align: center;">04</p>	<p>The documents and records of Library process were audited. The document and files were maintained properly. The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. Consolidation report for 2018-19 should be updated. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. Consolidation report may be prepared for Lost/damaged books report form. 2. Journal display rack can be made available. 3. Awareness on book bank can be given to the students. 4. Seating capacity can be increased. 5. Library hour can be included in the timetable. 6. Events conducted file can be included in ISO documents.
<p style="text-align: center;">05</p>	<p>The documents and records of Examination Process were audited. The files and Documents were maintained properly as per procedures The following findings were, found during the audit</p> <ol style="list-style-type: none"> 1. EXF04 – Maintaining only soft copy and hard copies are not filed. 2. EXF06 – Should be updated with signatures from faculty members. 3. Qualities of Question paper 13g – few forms are not filled. 4. Alteration with justification can be done for internal Assessment test. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. New ISO form can be suggested for absenteeism in internal retest.
<p style="text-align: center;">06</p>	<p>The documents and records of Hostel (Boys & Girls) Procedure were audited. The following findings were observed.</p> <p>Boys Hostel:</p> <ol style="list-style-type: none"> 1. HT02 students room allotment details and HT03 students key details is not available in ISO format for the current batch of 2018-19 students. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. Hostel capital items stock register can be maintained separately for the non-recurring items like furniture's etc., 2. HTR09 complaints register can be maintained in a better way with details of which student raises the complaint and when it is solved with a feedback from the student who raised the complaints. <p>Girls Hostel:</p> <ol style="list-style-type: none"> 1. Photos of guardian are missing in the form. 2. Reason for room changing is not mentioned and also the not having permission letter. 3. Keys are not maintaining property. 4. Students in time/out time register have to be updated. 5. Parent/guardian visiting record should be maintained properly. 6. Document should be maintaining for the students going by college bus.

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	<p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. Id card can be provided for the visitors. 2. Key stand can be provided.
07	<p>The documents and records of Transport and Security procedure were audited.</p> <p>Transport:</p> <p>The following findings were observed.</p> <ol style="list-style-type: none"> 1. Vehicle Requisition Slip should be updated. 2. Transport feedback complaints register should be updated. 3. Goods Entry Register should be updated.
08	<p>The documents and records of Physical Education department were audited.</p> <p>The following findings were observed.</p> <ol style="list-style-type: none"> 1. Sports committee for the year 2019-20 not formulated. 2. Schedule of activities not prepared. 3. Consolidated account details should be counter signed. Event report should be prepared. 4. Need to prepare participation list for sports day events. 5. Need to prepare consolidated list for external participation. 6. Need to conduct meeting with students at least 2 per semester and to file minutes of the meeting.
09	<p>The documents and records of Extra-curricular were audited.</p> <p>The files and Documents were maintained properly as per procedures</p> <p>The following findings were observed</p> <ol style="list-style-type: none"> 1. List of participants in the techyuga-18 event is missing. 2. ET03 schedule of activities is missing. 3. ET03 schedule of activities and ET06 membership registration form is missing. 4. As per ISO requirement document needs to be updated. Also events are not conducted.
10	<p>The documents and records of Academic procedure – Civil Engineering Department were audited.</p> <p>The following findings were observed.</p> <p>Department:</p> <ol style="list-style-type: none"> 1. ACF 212 feedback analysis for value added courses needs to be updated. 2. ACF 213 online course only minimum number of students completed. 3. AC 08 Class Register – Students are not doing morning presentation regularly (II & III year). <p>Stock Verification:</p> <ol style="list-style-type: none"> 1. In CAD Lab, as per document 73 rolling chairs are available but 3 are damaged and have not been repaired. 2. In fluid mechanics lab, as per register 8 desks are there but the available desks are 13. 3. In concrete lab there are details about purchasing bricks but no details on distribution and utilization of the bricks are available. 4. In surveying lab 6 measuring taps are damaged. (Condemned) 5. In civil seminar hall data regarding projector is not available. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. More students to be encouraged to complete the online course.

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	<p>2. Morning presentation to be encouraged for improving student's communication skills.</p>
11	<p>The documents and records of Academic procedure – CSE Department were audited. The files and Documents were maintained properly as per procedures</p> <p>Good Practices:</p> <ol style="list-style-type: none"> 1. More Student Leadership programs were conducted. 2. Conducted Recent technology value added courses 3. Well implemented peer learning process 4. Online courses for students 5. Given more exposure to latest technologies 6. Project allotment procedure, continuous monitoring and evaluation process. <p>The following findings were observed.</p> <p>Department:</p> <ol style="list-style-type: none"> 1. Need to improve the faculty publication, Feedback analysis are updated for some programmes, Project to paper publication are only limited. 2. Periodic review need for action taken on course committee minutes (GE8191 Python programming: Minute of Meeting 2), Online course not implemented fully for II year students, Interdisciplinary project should be encouraged for getting exposure on different field, Improvement need for consultancy activities, Enrichment need for industry institute interaction, need to encourage more students to get GATE, GRE, TOFEL score. 3. Apply for more funded projects, more journal publication with good impact factors, plan establish the incubation centres, plan to setup centre of excellence tie up with industry, minimum 5 students should base company with higher salary. <p>Stock Verification</p> <ol style="list-style-type: none"> 1. Support for network panel board has to be provided. 2. Laptop available in stock register is used by faculty when needed. 3. Item such as hard discs, cable testers, Ethernet switches, network cooling fans that need to be condemned are still kept. 4. No entry of computer tables and display boards found in the stock register. 5. Computer trays, rolling chair wheels are damaged. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. To reduce energy consumption, wall fans can be used. 2. A utility register can be maintained for the same to keep track of who is using it. 3. Consumables register can be maintained for some hardware components, utilization can be maintained for issue and return of dongles, items to be condemned need to be discarded.
12	<p>The documents and records of Academic procedure – EEE Department were audited.</p> <p>Good Practices:</p> <ol style="list-style-type: none"> 1. Laboratory technicians have prepared a demonstration kit of starter and electrical motor for teaching the student. 2. Most of the components were utilized by other department staff – Engineering practices laboratory. 3. Record for project work done by the students was prepared very well <p>Observation:</p> <ol style="list-style-type: none"> 1. Document on conduct of meetings for evolving the statement – not available.

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	<ol style="list-style-type: none"> 2. Lab maintenance record is not followed. 3. Measuring equipment LVDT is not calibrated. 4. The PLC kit purchased in the year 2016 is utilized upto 2017-18. In 2018-19 utilization can improved. 5. Calibration expires on 13.05.2019. 6. Volt meters and ammeters may be utilized more effectively. 7. Maintenance register not available. 8. EE8461 linear and digital integrated circuits lab 60 hours can be planned with additional experiments. 9. Photocopy of the conference abstracts & its summary sheet is missing. 10. Patent filling should be done as per quality objective requirement. 11. For the III batch (2015-19) during 2017-18, only 27% in even semester, undergone implant training. For the V batch, the % is maintained around 65%. Report for inplant training should be collected from the students. 12. Feedback summary is missing in association activities. Through IE, a research grant of Rs. 45,000 has been received. More programs through professional societies can be conducted. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. Syllabus copy, list of experiments and equipment of all regulations for practical courses may be maintained in lab also. 2. Dr.S. Kannan & Dr.Karthikeyan only contributed for journal publications. 3. Rubrics can be followed for mark awarding for technical seminar. 4. Out of 3.7 lakhs sanctioned only 1.7 lakhs is utilized – steps can be taken to improve the utilization. 5. Students’ projects can be improved with quality. 6. Calibration due date stickers may be fixed. 7. Discrete types of experiments may be given and make use of it. 8. All faculty must be encouraged to publish research articles. 9. Need to apply more funded projects in other funding agencies. 10. Student projects shall be converted into journal publications. 11. Quality of the projects must be verified in the first review meeting itself. So that the final output will be converted into a product/publication.
13	<p>The documents and records of Academic procedure – ECE Department were audited.</p> <p>Good practices:</p> <ol style="list-style-type: none"> 1. Thrust areas are identified through DRM and FDP and other training are conducted. 2. They applied 7 research projects in the current semester. 3. Laboratory technicians are able to demonstrate practical experiments. <p>Improvement Potential and risk:</p> <ol style="list-style-type: none"> 1. EC8351 Electronic Circuits-I. Pass percentage in the End semester exam is less than 90%. The students with good internal marks failed in the end semester exams. 2. CS6303 Computer Architecture. This course is for the students of third year ECE. Course outcome for the third unit is zero in the internal assessment test-II. 3. More number of faculty members can be motivated to pursue Ph.D

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	<ol style="list-style-type: none"> 4. Avenues for industrial consultancy can be explored. 5. Number of students undergoing internship and inplant training can be improved. 6. Department website can be periodically updated.
14	<p>The documents and records of Academic procedure – Mechanical Department were audited. Good practices:</p> <ol style="list-style-type: none"> 1. Mentor book were enriched by the mentors with added pages to enter parent visit details. 2. Quality education requires the following continual activities, research & development, conference & journal publication, innovative projects. 3. Reflective journals 4. Utilization of digital library by faculties. <p>The following findings were observed. Department:</p> <ol style="list-style-type: none"> 1. University result analysis AC14f is not prepared and maintained. 2. Copy of IATs consolidated marks statement is not available. 3. For III-year B section cancelling file need to prepare for the academic year 2018-19 4. Log book should be updated with attendance. 5. Quality of evaluation AC13g should be updated for each subject. 6. Quality of question paper setting should be improved. <p>Stock Verification:</p> <ol style="list-style-type: none"> 1. The consumable stock register was not updated. 2. The consumable stock register was not updated. The follow up of tools which were outsourced to plumber, Carpenter, etc., has to be done. 3. The consumable stock register was not updated. Two stopwatches which were given as a compliment by a company has to be included in the stock register.
15	<p>The documents and records of Academic procedure – Maths Department were audited. The files and Documents were maintained properly as per procedures The following findings were observed.</p> <ol style="list-style-type: none"> 1. Two faculty members have to file their form “TG06 faculty participation details” in the corresponding file. 2. Online course materials like questions, formulae sheets and video details can be kept in the course files. <p>The documents and records of Academic procedure – Physics Department were audited. The files and Documents were maintained properly as per procedures Good practices:</p> <ol style="list-style-type: none"> 1. Short notes prepared for slow learners. 2. Short cut tools used for remembering the concepts with examples. <p>The documents and records of Academic procedure – English Department were audited. The files and Documents were maintained properly as per procedures Good practices:</p>

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	<p>1. Online Quiz and Online assignment for each unit. 2. Created different modules for different category of students (Tamil medium, carrier based, improving English) 3. Students presentation, interview and group discussion are video caputered.</p> <p>The following findings were observed</p> <p>1. Course files should be updated</p> <p>The documents and records of Academic procedure – Chemistry Department were audited. The files and Documents were maintained properly as per procedures The following findings were observed.</p> <p>1. University result analysis needs to be updated for engineering chemistry.</p>
<p>16</p>	<p>The documents and records of Stock verification – General Facilities were audited. The files and Documents were maintained properly as per procedures The following findings were observed</p> <p>1. Stock register is available. Details of stock entered. But exact location of the stock such as furniture, washing machine, AC and etc., cannot be identified.</p> <p>Improvement Potential:</p> <p>1. Location each stock and listing them with the serial number.</p>

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STEP ONE: Audit Plan

Process to Audit (Audit Scope):	
Audit Date(s): 24.09.2018 to 28.09.2018	Lead Auditor: Dr.K.Basarikodi
Audit #: 9	Auditor(s): List Enclosed
Site(s) to Audit: Schedule enclosed	
Applicable Clauses of [ISO 9001 or AS9100] Standard:	
4,6,7,8,9,10	
Applicable Documents to Audit	Rev.
[Quality Manual Doc Title]	00
RIT Quality Manual	00
RIT Quality Procedures	01

STEP TWO: Compare Documentation vs. Requirements

Compare the RIT-ISO documentation with the applicable clauses of [ISO 9001 or AS9100].		
Question	Y/N (or N/A)	Evidence or Notes Sheet Ref. #
In general, does the RIT-ISO documentation meet the requirements of [ISO 9001 or AS9100]?	y	
Review any statutory or regulatory requirements that may be applicable to this process. (If there are none, enter "N/A" in the middle column.) In general, does the RIT-ISO documentation meet these requirements?	y	
Indicate any suggestions for improvement related to the documentation:		

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STEP THREE: Compare Actual Practice vs. Requirements

Compare the requirements of [ISO 9001 or AS9100], the [Quality Manual Doc Title] and other documentation against what employees are actually doing in everyday practice.

Requirement Reference	Question	Y/N (or N/A)	Evidence or Notes Sheet Ref. #
4.4	What methods are used to monitor and measure and evaluate processes and if needed, what changes are made to achieve intended results?	Y	03
8.4	What documented information do you have of the results of evaluation, monitoring of performance and reevaluation of external training providers?	y	
8.5	Can you show me the availability of documented information defining the activities related to teaching learning process to be performed and the results to be achieved?	Y	09,10,11,13,14
9.3	Show me what documented information you have as evidence of management review.	y	01
10.2	What documented information can you show me as evidence of the nature of non-conformities and subsequent action taken.	y	01

Review previous audits for this process. Review previous [CAR Form Abbreviation]s issued against this process, or as a result of previous audits for this process. Add additional checklist questions here, based on the previous audits, [CAR Form Abbreviation]s or other documents or requirements, as you see fit.

Requirement Reference	Question	Y/N (or N/A)	Evidence or Notes Sheet Ref. #

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STEP FOUR: Verify the Effectiveness of the Process

Review the applicable procedure(s) for this process and answer the questions below.		
Question	Y/N (or N/A)	Evidence or Notes Sheet Ref. #
Are the procedure steps accurate and complete as compared to true practice?	y	
Are there sufficient check steps (inspections, tests, reviews, approvals, sign-offs, etc.) that ensure the process outputs meet requirements before passing onto the next process?	y	
Does the process appear to adequately meet the requirements of [ISO 9001 or AS9100] and the [Short Client Name] documentation?	y	
Does the process appear to adequately meet all customer or regulatory requirements?	y	
<p>Indicate any problems you uncovered with the process:</p> <p>Department Stock verification and general maintenance</p>		
<p>Provide brief details on any areas that you found were well-implemented, particularly effective or worth noting as positive traits of the process.</p> <p>Department of Chemistry - well implemented and maintained documentary evidence as per the requirements of ISO 9001:2015</p>		

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STEP FIVE: Summarize Findings for [CAR Form Abbreviation] system

Based on the findings and nonconformities you have recorded in the previous sections, summarize the necessary actions needed. For type, choose one of the following:

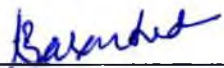
- C = Corrective action needed (existing noncompliance)
- P = Preventive action needed (potential noncompliance)
- OFI = Opportunity for Improvement

[CAR Form Abbreviation] #	[ISO 9001 or AS9100] Clause	Describe finding as you want it to appear in the [CAR Form Abbreviation] system.	Type	Major / Minor
OFI	4,6,7,8,9,10	Requirement: Refer summary of Audit notes. HTR01 – students attendance register Evidence: No attendance is updated manually or electronically Rationale for Finding:		Minor

STEP SIX: Review Audit Report and Submit

All auditors on the audit team must submit their audit reports for summary and review by the Lead Auditor. Lead Auditor: review the completeness of this report prior to submitting it to the [Specific Title for ISO MR]. Be sure findings show objective evidence, that everything is written clearly, and that all checklist questions are answered.

Audit report reviewed and ready for submission:



 Signature of Lead Auditor

 02/11/18
 Date

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Date of Audit: 24.09.2018 – 28.09.2018 (5000000 days)

AUDIT FINDING

NOTES PAGE

Your Note reference #	Notes, evidence, findings, comments, etc.
01	<p>The documents and records of Management Representative were audited The documents / records of QMS were verified. The documents are maintained as per the procedure and statutory requirements are maintained and verified. The Updation of document were made and circulated as per the requirement. The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. External document file can be maintained by MR office. 2. Risk assessment and management – recent risk can be updated. 3. Continual improvement file needed to be updated – by identifying continual improvements. 4. Master list of documents responsibility for Alumni coordinator can be defined. <p>Improvement potential</p> <ol style="list-style-type: none"> 1. Document change record - consolidated list of document changed so far can be given.
02	<p>The documents and records of Admission and Office administration Procedure were audited The files were maintained properly as per procedures The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. Name list of the students and photographs of the parents need to be updated. 2. The discipline minutes can be periodically updated.
03	<p>The documents and records of Training and Placement were audited. The files were maintained properly as per procedures The placement statistics and average salary has been improved for the year 2017-2018 compared to 2016-2017. The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. Summary of individual feedback is not found. 2. Skill rack test - login can be given, so that the allotted hour can be used effectively. 3. Identification of potential companies for recruitment – list for 2018 – 2019 is not available. <p>Improvement potential</p> <ol style="list-style-type: none"> 1. Actions can be planned for making the students to clear the first round in placement drive.
04	<p>The documents and records of Library process were audited. The document and files were maintained properly. The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. Newspaper entry register files need to be updated. 2. Book recommendation file should be updated. 3. Feedback form for 2017-2018 is not available. 4. E-Journal access for IEEE and science direct is not available. 5. Journals and magazines purchased is not placed properly in the library. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. Steps can be taken for improving library utilization.

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	<p>2. The number of books issued to the students and faculty members can be increased.</p> <p>3. Newspaper reading stand can be provided in the library.</p>
05	<p>The documents and records of Examination Process were audited. The files and Documents were maintained properly as per procedures The following findings were found during the audit</p> <ol style="list-style-type: none"> 1. EX05 – invigilation duty attendance - Signatures are missing 2. EXF04 – Maintaining only soft copy and hard copies are not filed. 3. EXF06 – Should be updated with all data. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. The additional files maintained can be incorporated in the system.
06	<p>The documents and records of Hostel (Boys & Girls) Procedure were audited. The following findings were observed.</p> <p>Girls Hostel:</p> <ol style="list-style-type: none"> 1. Room allotment not completed for first year students. 2. Internal assessment test II marks not updated in HTF03. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. HTR06 – Gym entry register – equipment utility can be maintained. <p>Boys Hostel:</p> <ol style="list-style-type: none"> 1. HTR01 – students attendance register - No attendance is updated manually or electronically. 2. Student’s personal data sheet is to be updated. 3. Stock register of consumable is to be updated.
07	<p>The documents and records of Transport and Security procedure were audited.</p> <p>Transport:</p> <p>The following findings were observed.</p> <ol style="list-style-type: none"> 1. Accident record – created but not maintained 2. Transport feedback complaints register - created but not maintained <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. Vehicle trip sheet Academic year can be included <p>Security:</p> <p>The following findings were observed.</p> <ol style="list-style-type: none"> 1. SER 011 – Alteration of security during leave has to be maintained.
08	<p>The documents and records of Physical Education department were audited. The files and Documents were maintained properly as per procedures Good Practices followed are:</p> <ol style="list-style-type: none"> 1. Tournament participation and achievements are appreciable. 2. Last internal audit suggestions are incorporated.
09	<p>The documents and records of Extracurricular activities were audited. The following findings were observed.</p> <ol style="list-style-type: none"> 1. NSS and all clubs - Schedule of activities should be reviewed and approved by principal. 2. Eco club and photography club - registration forms should be updated. 3. Math expert club & elite club – Registration forms are missing (planned to implement online. 4. Tamil mandram – All documents to be updated.

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10	<p>The documents and records of Academic procedure – Civil Engineering Department were audited.</p> <p>Good Practices followed are:</p> <ol style="list-style-type: none"> 1. Professional society membership under ICI is created. <p>The following findings were observed.</p> <ol style="list-style-type: none"> 2. In preference for the subject allocation opinion of HOD should be given. 3. Class Committee Meeting minutes – proper updated formats should be followed. 4. Minutes to be circulated to the members. 5. Inplant training reports- change of company should be indicated in the remarks column. 6. ACF 002 – Anna university circulars need to be updated. 7. ACF 028 industry interaction file – Other documents should be updated. 8. In Attendance and assessment records overwriting should be avoided. 9. ACF 008 Proof for Conduct of online course needs to be documented. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. NPTEL Lecture numbers can be specified for future use.
11	<p>The documents and records of Academic procedure – CSE Department were audited. The files and Documents were maintained properly as per procedures</p> <p>The following findings were observed.</p> <ol style="list-style-type: none"> 1. Previous year question paper should be updated in CS8351 data structure file. 2. Staff leave details should be updated in the log book. <p>Improvement Potential:</p> <ol style="list-style-type: none"> 1. Parents-teachers register - Later observations can be done for progress. 2. A report can be collected from the students for attending co-curricular and extra-curricular activities to share their feedback and experience.
12	<p>The documents and records of Academic procedure – EEE Department were audited.</p> <p>Good Practices followed are:</p> <ol style="list-style-type: none"> 1. 'Know a concept' – small information about existing technologies were shared with the students. <p>The following findings were observed.</p> <ol style="list-style-type: none"> 1. Student scholarship/ fellowship / finance assistant should be updated. 2. Alumni file need to be updated. 3. Laboratory file AC10a should be updated. 4. All theory and practical course logbook need to be updated with attendance and marks. 5. All theory subjects online quiz proof should be updated. 6. Review by HOD should be done for log book 7. AC10a and AC10c have to be updated in the course files.
13	<p>The documents and records of Academic procedure – ECE Department were audited.</p> <p>Good practices:</p> <ol style="list-style-type: none"> 1. Each tutorial sheet was prepared with answer key. 2. Online test was conducted for all the subjects. 3. Well planned lab schedule. <p>The following findings were observed.</p> <ol style="list-style-type: none"> 1. Tutorial Plan and tutorial date are mismatched. 2. Faculty subject allocation file should be updated. 3. Industry interaction details needs to be updated.

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Internal Audit Report Rev. 00

	<p>4. Progress of research scholars need to be updated. Improvement Potential: 1. In future consultancy activities may be initiated.</p>
14	<p>The documents and records of Academic procedure – Mechanical Department were audited. Good practices: 1. Guest lectures and case study were given to the students. 2. ME6712 Additional experiments were practiced. The following findings were observed. 1. The contents of course file for 2 sections can be planned similarly 2. Theory and practical course files to be updated properly 3. Class advisers’ files should be updated. 4. Department files need to be updated. 5. Theory and practical course logbook need to be updated with attendance and marks.</p>
15	<p>The documents and records of Academic procedure – Maths Department were audited. The files and Documents were maintained properly as per procedures Good practices: 1. NPTEL and online course materials are used to explain the concepts 2. Applications of mathematics to various engineering fields have been explained to the students. 3. The analysis of Internal marks university results are nicely maintained. The following findings were observed. 1. Bridge course plan is not accounted in log book and class register. 2. HR03 forms should be maintained in ACF301. 3. The individual faculty timetable for current semester has to be updated.</p> <p>The documents and records of Academic procedure – Physics Department were audited. The files and Documents were maintained properly as per procedures The following findings were observed. 1. Faculty subject allocation was not updated. 2. Faculty participation consolidated details shall be included.</p> <p>The documents and records of Academic procedure – English Department were audited. The files and Documents were maintained properly as per procedures 1. Faculty subject allocation was not updated. 2. Frequency of conducting department meeting should be improved. 3. Consolidation to be done for faculty participation, faculty publication, club activities. 4. Software updation for windows 10 version can be done.</p> <p>The documents and records of Academic procedure – Chemistry Department were audited. The files and Documents were maintained properly as per procedures Good Practices followed are: 1. NPTEL video and online course materials are used. 2. Three field visits are arranged for environmental science subject.</p>