



**RAJADHANI INSTITUTE OF
SCIENCE AND TECHNOLOGY**

**INTERNAL AUDIT REPORT
YEAR: 2022-23 (EVEN)**

Internal Audit Details

Institution Name	Rajadhani Institute of Science and Technology , Mankara , Palakkad
Auditors/IQAC Name	Ms.Blessy Rapheal M (IQAC Coordinator) Ms.Archana P (IQAC Co-coordinator & EEE Dept Coordinator) Ms.Anjali O(CSE department Coordinator) Ms.Surabhi K(AS&H department Coordinator) Mr.Sadanandan R(ME department Coordinator) Ms.Ashilly N(EC department Coordinator) Ms.Biji U.I (CE department Coordinator)
Date	22/6/2023 & 23/6/2023
Semester	Second ,Fourth , Sixth and Eighth Semester




RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY


Branch: Electronics and Communication Engineering

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Class Course committee meetings and action taken report	Excellent(5)	Three meetings are conducted as per Academic Calendar. Necessary actions are taken as per minutes	Maintained the same as per the Academic Calendar
Advisory meetings and action taken report	Excellent(5)	Two meetings are conducted and necessary actions are taken as per minutes	Maintained the same as per the College Calendar
Syllabus coverage as per Course Plan	Excellent(5)	All modules are completed as per plan in the course file.	Will follow up to maintain the same
Conduct of Tutorial Classes	Excellent(5)	Tutorials conducted as per schedule and provided more number of workouts and Seminars. Can provide more number of problems	Two faculties are assigned for each Tutorial class by dividing the strength equally
Conduct of series tests and evaluation of answer scripts	Excellent(5)	Internal test 1 and 2 are conducted as per KTU schedule and are evaluation of answer scripts are completed. Evaluation results are published before due date	IT 1 & IT2 Question papers are standardized as per University question paper and the same is scrutinized by Chairman of DQAC.
Syllabus coverage and conduct of practical courses	Excellent(5)	All experiments are conducted as per the cycle scheduled in the beginning of the course	Verified and confirmed the conduction as per plan
Evaluation of students performance in practical classes	Good(4)	Continuous evaluation is done for each experiment	Monitored the performance, viva, record marks of all practical classes. Few entries are to be updated by few faculties
Facility to do experiments in the lab	Excellent(5)	Lab equipments are available and working for conducting experiments	Equipments required for odd semester are given for maintenance.
Conduct of remedial/minor/honours classes	Excellent(5)	Remedial classes are conducted as per the remedial schedule published by the department. Minor/Honour classes are conducted as per College calendar plan.	Remedial schedule is prepared for each month and conducted the classes accordingly. Weak students are identified and given remedial classes during the scheduled hours. Verified the conduction of Minor/Honour classes on Saturdays except second Saturdays.

Maintenance of course diary	Excellent(5)	Course diary/course file is maintained for all subjects	course diaries/course files are verified on monthly basis.
Assessment of Outcomes	Good(4)	Assessment is done for all subjects	Assesment of outcomes for all subjects is verified based on the Assesment tree generated in Linways.
Faculty evaluation & remarks of the HOD	Excellent(5)	Two evaluations are done and feedback is conveyed to the respective faculty member by HOD	Individual feedback evaluation report are distributed to concerned faculty individually and corrective measures were intimated to them. HOD remarks and action taken reports are updated in the first and second evaluation consolidated reports. The same is submitted to Principal for approval
Facility in the department library for references	Excellent(5)	Text Books specified in the syllabus as per KTU scheme are available in the department library for reference by staff and students. DELNET digital facility(e-books) can be accessed by staff and students too	Stock and Issue registers are maintained by the department library coordinator. Periodic check ups are done to verify the stock.
Students attending MOOC or other online courses (B)	Good(4)	S4 and S6 students are attending MOOC courses	MOOC main Coordinator conducted meeting with department coordinators. MOOC courses corresponding to departments are listed and conveyed the registration dates.


 Mr. Sadanandan R
 Name and Signature of the Auditors


 Ms. Blessy Raphael
 IQAC Coordinator


 Dr. Ramani K
 Principal

Dr. RAMANI. K
 Principal
 Rajadani Institute of Science & Technology
 Post Mankara, Palakkad - 678 613
 Tel : 0491 2875000

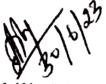



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

Branch: Electrical and Electronics Engineering

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Class/Course committee meetings and action taken report	Excellent(5)	Three meetings are conducted as per Academic Calendar. Necessary actions are taken as per minutes	Maintained the same as per the Academic Calendar
Advisory meetings and action taken report	Excellent(5)	Two meetings are conducted and necessary actions are taken as per minutes	Maintained the same as per the College Calendar
Syllabus coverage as per Course Plan	Excellent(5)	All modules are completed as per plan in the course file.	Will follow up to maintain the same
Conduct of Tutorial Classes	Excellent(5)	Tutorials conducted as per schedule and provided more number of workouts and Seminars. Can provide more number of problems	Two faculties are assigned for each Tutorial class by dividing the strength equally
Conduct of series tests and evaluation of answer scripts	Excellent(5)	Internal test 1 and 2 are conducted as per KTU schedule and are evaluation of answer scripts are completed .Evaluation results are published before due date	IT 1 & IT2 Question papers are standardized as per University question paper and the same is scrutinized by Chairman of DQAC.
Syllabus coverage and conduct of practical courses	Excellent(5)	Completed all experiments as per plan	Will maintain the same
Evaluation of students performance in practical classes	Excellent(5)	Continuous evaluation is done for each experiments	Performance, Viva, record marks of all labs are monitored
Facility to do experiments in the lab	Good(4)	Equipments are available for current semester.	Equipments required for odd semester are given for servicing.

Conduct of remedial/minor/honours classes	Excellent(5)	Remedial classes are conducted as per the remedial schedule published by the department. Minor/Honour classes are conducted as per College calendar plan.	Remedial schedule is prepared for each month and conducted the classes accordingly. Weak students are identified and given remedial classes during the scheduled hours. Verified the conduction of Minor/Honour classes on Saturdays except second Saturdays.
Maintenance of course diary	Excellent(5)	Course diary/course file is maintained for all subjects	course diaries/course files are verified on monthly basis.
Assessment of Outcomes	Good(4)	Assessment is done for all subjects	Assesment of outcomes for all subjects is verified based on the Assesment tree generated in Linways.
Faculty evaluation & remarks of the HOD	Excellent(5)	Two evaluations are done and feedback is conveyed to the respective faculty member by HOD	Individual feedback evaluation report are distributed to concerned faculty individually and corrective measures were intimated to them. HOD remarks and action taken reports are updated in the first and second evaluation consolidated reports. The same is submitted to Principal for approval
Facility in the department library for references	Good(4)	Most of the Books specified in the syllabus as per KTU scheme are available in the department library for reference by staff and students. DELNET digital facility(e-books) can be accessed by staff and students too	Stock and Issue registers are maintained by the department library coordinator. Periodic check ups are done to verify the stock.
Students attending MOOC or other online courses (B)	Good(4)	S6 students are attending NPTEL courses	Advised all the students to take MOOC course

 30/6/23
 30/6/2023
 Ms. Ashilly N Ms. Surabhi Krishna
 Name and Signature of the Auditors

 30/6/23
 Ms. Blessy Raphael
 IQAC Coordinator

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 Dr. Ramani K
 Principal

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 Principal

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



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY


Branch: Computer Science and Engineering

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Class/course committee meetings, and action taken report	Excellent(5)	Three meetings are conducted as per Academic Calendar. Necessary actions are taken as per minutes	Maintained the same as per the Academic Calendar
Advisory meetings and action taken report	Excellent(5)	Two meetings are conducted and necessary actions are taken as per minutes	Maintained the same as per the College Calendar
Syllabus coverage as per course Plan	Excellent(5)	All modules are completed as per plan in the course file.	Will follow up to maintain the same
Conduct of Tutorial Classes	Excellent(5)	Tutorials conducted as per schedule and provided more number of workouts and Seminars. Can provide more number of problems	Two faculties are assigned for each Tutorial class by dividing the strength equally
Conduct of series tests and evaluation of answer scripts	Excellent(5)	Internal test 1 and 2 are conducted as per KTU schedule and are evaluation of answer scripts are completed. Evaluation results are published before due date	IT 1 & IT2 Question papers are standardized as per University question paper and the same is scrutinized by Chairman of DQAC.
Syllabus coverage and conduct of practical courses	Excellent(5)	Completed all experiments as per plan	Will maintain the same
Evaluation of students performance in practical classes	Excellent(5)	Continuous evaluation is done for each experiments	Performance, Viva, record marks of all labs are monitored
Facility to do experiments in the lab	Excellent(5)	Systems/equipments are available to do all the lab experiments	proper maintenance and servicing will be ensured.

Conduct of remedial/minor/honours classes	Excellent(5)	Remedial classes are conducted as per the remedial schedule published by the department. Minor/Honour classes are conducted as per College calendar plan.	Remedial schedule is prepared for each month and conducted the classes accordingly. Weak students are identified and given remedial classes during the scheduled hours. Verified the conduction of Minor/Honour classes on Saturdays except second Saturdays.
Maintenance of course diary	Excellent(5)	Course diary/course file is maintained for all subjects	course diaries/course files are verified on monthly basis.
Assessment of Outcomes	Good(4)	Assessment is done for all subjects	Assesment of outcomes for all subjects is verified based on the Assesment tree generated in Linways.
Faculty evaluation & remarks of the HOD	Excellent(5)	Two evaluations are done and feedback is conveyed to the respective faculty members	HOD remarks and action taken reports are updated in the first and second evaluation reports.
Facility in the department library for references	Good(4)	Most of the Books specified in the syllabus as per KTU scheme are available in the department library for reference by staff and students. DELNET digital facility(e-books) can be accessed by staff and students too	Stock and Issue registers are maintained by the department library coordinator. Periodic check ups are done to verify the stock.
Students attending MOOC or other online courses (B)	Good(4)	Students are attending MOOC courses	MOOC main Coordinator conducted meeting with department coordinators. MOOC courses corresponding to departments are listed and conveyed the registration dates.

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 30/6/23
 Ms. Bincy Raphael M
 IQAC Coordinator

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 Principal

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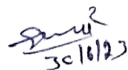


RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

Branch: Civil Engineering

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Class/Course committee meetings and action taken report	Excellent(5)	Three meetings are conducted as per Academic Calendar. Necessary actions are taken as per minutes	Maintained the same as per the Academic Calendar
Advisory meetings and action taken report	Excellent(5)	Two meetings are conducted and necessary actions are taken as per minutes	Maintained the same as per the College Calendar
Syllabus coverage as per Course Plan	Excellent(5)	All modules are completed as per plan in the course file.	Will follow up to maintain the same
Conduct of Tutorial Classes	Excellent(5)	Tutorials conducted as per schedule and provided more number of workouts and Seminars. Can provide more number of problems	Two faculties are assigned for each Tutorial class by dividing the strength equally
Conduct of series tests and evaluation of answer scripts	Excellent(5)	Internal test 1 and 2 are conducted as per KTU schedule and are evaluation of answer scripts are completed .Evaluation results are published before due date	IT 1 & IT2 Question papers are standardized as per University question paper and the same is scrutinized by Chairman of DQAC.
Syllabus coverage and conduct of practical courses	Excellent(5)	All Mandatory experiments are conducted as per the schedule	Will maintain the same
Evaluation of students performance in practical classes	Excellent(5)	Continuous evaluation are done	Daily Evaluation is done in all Labs
Facility to do experiments in the lab	Good(4)	Lab facilities are available for conduction of experiments	Will maintain the same
Conduct of remedial/minor/honours classes	Excellent(5)	Remedial classes are conducted as per the remedial schedule published by the department. Minor/Honour classes are conducted as per College calendar plan.	Remedial schedule is prepared for each month and conducted the classes accordingly. Weak students are identified and given remedial classes during the scheduled hours. Verified the conduction of Minor/Honour classes on Saturdays except second Saturdays.

Maintenance of course diary	Excellent(5)	All the course diaries are updated	Will maintain the same
Assessment of Outcomes	Good(4)	Attainment is done for all the subjects	Assesment of outcomes for all subjects is verified based on the Assesment tree generated in Linways.
Faculty evaluation & remarks of the HOD	Excellent(5)	Two faculty evaluation are conducted.Remarks are conveyed to the faculties	HOD remarks and action taken reports are updated in the first and second evaluation reports.
Facility in the department library for references	Good(4)	Reference books are available in the department library	All members are using the facility.
Students attending MOOC or other online courses (B)	Fair(3)	No students registered for MOOC course	Advised students to take MOOC courses in the next semester.


30/6/23


30/6/23

Mr. Sadanandan R Ms. Archana P
Name and Signature of the Auditors


Ms.Blessy Raphael M
IQAC Coordinator


30/6/23

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RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY


Branch: Mechanical Engineering

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Class/Course committee meetings and action taken report	Excellent(5)	Three meetings are conducted as per Academic Calendar. Necessary actions are taken as per minutes	Maintained the same as per the Academic Calendar
Advisory meetings and action taken report	Excellent(5)	Two meetings are conducted and necessary actions are taken as per minutes	Maintained the same as per the College Calendar
Syllabus coverage as per Course Plan	Excellent(5)	All modules are completed as per plan in the course file.	Will follow up to maintain the same
Conduct of Tutorial Classes	Excellent(5)	Tutorials conducted as per schedule and provided more number of workouts and Seminars. Can provide more number of problems	Two faculties are assigned for each Tutorial class by dividing the strength equally
Conduct of series tests and evaluation of answer scripts	Excellent(5)	Internal test 1 and 2 are conducted as per KTU schedule and are evaluation of answer scripts are completed .Evaluation results are published before due date	IT 1 & IT2 Question papers are standardized as per University question paper and the same is scrutinized by Chairman of DQAC.
Syllabus coverage and conduct of practical courses	Good(4)	as per schedule. all experiments are conducted. sample record is needed.	All Mandatory experiments are conducted as per the schedule
Evaluation of students performance in practical classes	Good(4)	Continuous evaluation are done	Continous evaluation is monitored
Facility to do experiments in the lab	Good(4)	Lab facilities are available for conduction of experiments	Servicing and Maintenance are monitored at intervals.
Conduct of remedial/minor/honours classes	Excellent(5)	Remedial and minor classes are conducted as per the schedule	Remedial schedule is prepared for each month and conducted the classes accordingly. Weak students are identified and given remedial classes during the scheduled hours. Verified the conduction of Minor/Honour classes on Saturdays except second Saturdays.
Maintenance of course diary	Excellent(5)	All the course diaries are updated	Verified

Assessment of Outcomes	Excellent(5)	Attainment is done for all the subjects	Assesment of outcomes for all subjects is verified based on the Assesment tree generated in Linways.
Faculty evaluation & remarks of the HOD	Good(4)	Two faculty evaluation are conducted.Remarks are conveyed to the faculties	HOD remarks and action taken reports are updated in the first and second evaluation reports.
Facility in the department library for references	Excellent(5)	Reference books are available in the department library	All members are using the facility.
Students attending MOOC or other online courses	Good(4)	MOOC file is updated	S6 students are attending MOOC courses. More students will be promoted for MOOC course in the coming semesters.



 Ms.Biji U I Ms.Blessy Raphael
 Name and Signature of the Auditors


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