



**RAJADHANI INSTITUTE OF
SCIENCE AND TECHNOLOGY**

**INTERNAL AUDIT REPORT
YEAR: 2023-24 (ODD)**

BASIC DETAILS

Institution Name	Rajadhani Institute of Science and Technology , Mankara , Palakkad
Auditors/IQAC Name	Ms.Blessy Rapheal M (IQAC Coordinator) Ms.Archana P (EEE Dept Coordinator & IQAC Co-coordinator) Ms.Rabeena (CSE Dept Coordinator) Ms.Surabhi Krishna S(ASH Dept Coordinator) Mr.Deepu T(ME Dept Coordinator) Ms.Ashilly N(ECE Dept Coordinator) Ms.Biji U.I (CE Dept Coordinator)
Date	15/12/2023 and 16/12/2023
Semester	First,Third ,Fifth and Seventh Semester



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

Branch: Electronics and Communication Engineering

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Placement Status	Fair(3)	6/13 students placed. More trainings and drives will be required	Planning to provide maximum opportunities for skill development and placement drives for the students
Class/Course committee meetings and action taken (B)	Excellent(5)	3 Class/Course Committee have been conducted as per academic calendar	We strictly follow the KTU academic calendar for all activities
Advisory meetings and action taken report(B)	Excellent(5)	2 Advisory meeting have been conducted for S7/S5/S3/S1	We strictly follow the KTU academic calendar for all activities
Syllabus coverage as per Course Plan(B)	Excellent(5)	Completed all 5 modules as per schedule	Ensured that all courses are conducted as per the plan
Conduct of Tutorial Classes(B)	Good(4)	Tutorial register is maintained. Updates needed on time	Will maintain all the updation on time
Evaluation of Answer Scripts(A)	Excellent(5)	Answer sheets have been evaluated as per the answer key	Scrutiny of the question paper and Key are before tests and evaluation as per key is monitored
Conduct of practical courses(B)	Good(4)	All mandatory experiments have been completed as per the schedule. Timely updates needed	Ensured that all mandatory experiments as instructed by KTU has performed in all Labs courses.
Evaluation of students performance in practical classes(A)	Good(4)	Daily evaluation has been done. Faculty sign after entry needed	Ensured that continuous evaluation is done regularly and signed by faculty after completion of each experiment
Facility to do experiments in the lab(A)	Good(4)	Facilities to do Experiments mentioned by KTU are available and those were completed as per plan and syllabus	Ensured that necessary consumables are purchased on time for conducting lab
Conduct of remedial/ minor/honours classes (B)	Good(4)	Remedial/ Minor classes are conducted as per the plan	Properly monitored for followup
Maintenance of course diary(A)	Excellent(5)	Course diary for theory and lab are maintained properly	We will maintain this excellence

Assessment of Outcomes(A)	Good(4)	CO and PO attainment are calculated for all courses.	Verified that all faculty members have calculated the CO PO attainment for their respective courses
Faculty evaluation & remarks of the HoD(A)	Good(4)	2 faculty evaluations are conducted and remarks of the HoD and principal are collected.	Faculty evaluation 1 and 2 were conducted on time and principal remarks are collected after including remarks from faculty for less grades and HoD remarks
Conduct of Seminar, Project and Thesis(A)	Good(4)	Project phase 1 has been completed as per the schedule.	Will ensure all groups have completed the design of their ideation during phase 1.
Computing facility in the department(A)	Good(4)	Computing facility are available in the department.	Computing facilities in N-computing lab are sufficient for ECE students and staff for Lab and project related works
Facility for co-curricular and extracurricular activities (B)	Good(4)	Department Association is active, sports meet organised as per calender.	Charted all activities for a sem and follow up is done
Students attending MOOC or other online courses (B)	Fair(3)	Details of MOOC courses are circulated and importance are instructed to students. Follow up required.	As of now, 11 students from ECE have already registered for MOOC NPTEL courses of Jan 2024 batch, since the last date for registration is on 29/1/2024 still expecting more to enroll.
Maintenance of A1, A2 and A3 files.	Good(4)	A1: Innovative teaching Methods need to be updated, Tutorial log book need to update. A2: Completed. A3: CO-PSO mapping not complete. Hard copies of few documents are to be filed instead of softcopies. Addon courses details are shared with students but no one joined.	Will ensure that all said will be updated as early as possible. Tutorials for ECT205 is updated while ECT301 and ECT423 need to be updated-informed faculty to update it and its done. Have instructed faculties to prepare CO-PSO mapping for their respective courses at the earliest. Curriculum Gap, subject group - hard copies are taken and filed. Addon course proposal received from TechByheart is shared to students but they are not intersted Dept has conducted an in house workshop on arduino for S3 and S5 ECE students, which is an add on course
Maintenance of B files.	Good(4)	All the B files are maintained	Updates will be mointored and ensured.
Maintenance of C and D files.	Good(4)	Professional Society Activity need to be updated, D-Files are maintained properly	Will ensure that it is updated

for
(Biji O.I)

Name and Signature of the Auditor

IQAC Coordinator

Soman
29/1/24
Principal

for Deepa J.



RAJADHANI INSTITUTE OF
SCIENCE AND TECHNOLOGY

Branch: Electrical and Electronics Engineering

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Placement Status	Good(4)	2019 batch - All students placed	Planning to provide maximum training for skill development for the final year students (2020 batch)
Class/Course committee meetings and action taken (B)	Excellent(5)	3 Class/Course Committee have been conducted as per academic calendar	We strictly follow the KTU academic calendar for all activities
Advisory meetings and action taken report(B)	Excellent(5)	2 Advisory meeting have been conducted for S7/S5/S3/S1	We strictly follow the KTU academic calendar for all activities
Syllabus coverage as per Course Plan(B)	Good(4)	Completed all 5 modules as per schedule	Ensured that they have completed as per the schedule.
Conduct of Tutorial Classes(B)	Good(4)	Tutorial register is maintained Updates needed on time	Will ensure timely updates and they are accurate as per the plan.
Evaluation of Answer Scripts(A)	Excellent(5)	Answer sheets have been evaluated as per the answer key	Evaluation as per key is monitored.
Conduct of practical courses(B)	Good(4)	All experiments have been completed as per the schedule.	Ensured that they have completed as per the schedule.
Evaluation of students performance in practical classes(A)	Good(4)	Daily evaluation has been done	Rubric for daily evaluation is framed and the same has been used to monitor student performance in practical classes.
Facility to do experiments in the lab(A)	Good(4)	Maintenance is required.	A maintenance and repair proposal for laboratory equipment has been submitted and work has already commenced.
Conduct of remedial/minor/honours classes(B)	Good(4)	Remedial classes are conducted as per the schedule	A monthly timetable has been prepared, and remedial classes are being conducted in accordance with the published schedule.
Maintenance of course diary(A)	Excellent(5)	Course diary for theory and lab are maintained properly	We will maintain the same in future

Assessment of Outcomes(A)	Good(4)	CO PO PSO attainment has been calculated.	Verified that all faculty members have calculated the CO PO PSO attainment for their respective courses
Faculty evaluation & remarks of the HOD(A)	Good(4)	2 faculty evaluation has been conducted and remarks of the HoD and Principal is maintained.	Faculty evaluations 1 and 2 were conducted punctually, and feedback from faculty for lower grades has been obtained and submitted along with remarks of the HoD to the principal.
Conduct of Seminar, Project and Thesis(A)	Good(4)	Project phase 1 has been completed as per the schedule.	Project 1 evaluation has been completed . Students completed the simulation work. Hardware will be completed in Project phase 2.
Computing facility in the department(A)	Good(4)	Computing facilities are available in the department. Few systems hang up at times.	IT manager is informed for corrective measures. Submitted proposal to replace the faulty systems
Facility for co-curricular and extracurricular activities (B)	Good(4)	department activities organized, sports meet organised as per calender	Activities are planned for every sem and follow up is done.
Students attending MOOC or other online courses (B)	Fair(3)	Very few students are attending MOOC course.	Communicated the information about the MOOC course to all students and ensured their awareness. But few are worried about completion of the courses in between the academic schedules.
Maintenance of A1, A2 and A3 files.	Good(4)	All the A files are maintained. Timely updates are to be ensured	Updates will be monitored and ensured.
Maintenance of B files.	Good(4)	All the B files are maintained	Timely Updates will be monitored and ensured.
Maintenance of C and D files.	Good(4)	Updates needed	Updates will be monitored and ensured.

Rabeena, T.M
Name and Signature of the Auditor

IQAC Coordinator

Principal

SURABHI KRISHNA.S

Soman
29/1/24
Principal




RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

Branch: Computer Science and Engineering


Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Placement Status	Fair(3)	13/30 students placed. Students need to be exposed to more drives	Strategizing to deliver comprehensive skill development training sessions and drives for the final year students (2020 batch)
Class/Course committee meetings and action taken (B)	Excellent(5)	3 Class/Course Committee have been conducted as per academic calendar	We will maintain this consistent approach for the upcoming semesters as well.
Advisory meetings and action taken report(B)	Excellent(5)	2 Advisory meeting have been conducted for S7/S5/S3/S1	We will maintain this consistent approach for the upcoming semester as well.
Syllabus coverage as per Course Plan(B)	Good(4)	Completed all 5 modules as per schedule. Updates needed	Will maintain all the updation on time
Conduct of Tutorial Classes(B)	Good(4)	Tutorial register is maintained. Updates by few members needed	Ensured that all courses are conducted as per the plan. Timely updates will be ensured
Evaluation of Answer Scripts(A)	Excellent(5)	Answer sheets have been evaluated as per the answer key	Evaluation will be closely monitored according to key metrics.
Conduct of practical courses(B)	Good(4)	All mandatory experiments have been completed as per the schedule. Timely updates needed in records	Ensured that all madatory experiments as conducted by KTU has performed in all Labs courses. Updates ensured
Evaluation of students performance in practical classes(A)	Good(4)	Daily evaluation has been done. Entries need to be completed	Guaranteed that continuous evaluation is conducted regularly by faculty members and signing ensured upon completion of each experiment.
Facility to do experiments in the lab(A)	Good(4)	Maintenance is required.	A proposal for the maintenance and repair of laboratory equipment has been submitted and work has already begun.
Conduct of remedial/minor/honours classes(B)	Good(4)	Remedial/minor classes are conducted as per the schedule	Properly monitored to ensure appropriate follow-up.

Maintenance of course diary(A)	Excellent(5)	Course diary for theory and lab are maintained properly	We will maintain the excellence
Assessment of Outcomes(A)	Good(4)	CO PO PSO attainment has been calculated.	Confirmed that all faculty members have calculated the attainment of CO and PO for their respective courses.
Faculty evaluation & remarks of the HOD(A)	Excellent(5)	2 faculty evaluation has been conducted and remarks of the HoD and Principal are updated	Faculty evaluation 1 and 2 were conducted on time and remarks from faculty for less grades are obtained and submitted with HoD remarks and received Principal remarks.
Conduct of Seminar, Project and Thesis(A)	Good(4)	Project phase 1 has been completed as per the schedule. Updates required in hardcopy	Will ensure all groups have completed the design of their ideation during phase 1. Ensured updates
Computing facility in the department(A)	Good(4)	Computing facility are available in the department.	Dept facilities are there. In addition common facilities are shared by faculty members & students
Facility for co-curricular and extracurricular activities (B)	Good(4)	Seminar hall with projector is available in department for activities.	A comprehensive chart outlining activities for each semester is created, and diligent follow-up is carried out accordingly.
Students attending MOOC or other online courses (B)	Fair(3)	Very few students are attending MOOC course.	Communicated with all students about the new course registration. Some of the students already registered. But few students have fear of completion
Maintenance of A1, A2 and A3 files.	Good(4)	All the A files are maintained. Timely updates are to be ensured	Updates will be monitored and ensured.
Maintenance of B files.	Good(4)	All the B files are maintained. Updates are to be verified	The oversight and assurance of updates will be closely monitored
Maintenance of C and D files.	Good(4)	Updates as per plan needed	Updates will be monitored and ensured.

ARCHANA . P 
Name and Signature of the Auditor


IQAC Coordinator


Principal

SURABHI KRISHNA . S 



RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

Branch: Civil Engineering

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Placement Status	Good(4)	14/29 placed. Need to improve on the placements	Planning to provide maximum training for skill development in the field of Civilsoftware and construction fields
Class/Course committee meetings and action taken (B)	Excellent(5)	Conducted 3 Class Committee meetings as per Academic Calendar	We adhere strictly to the KTU academic calendar for scheduling all activities.
Advisory meetings and action taken report(B)	Excellent(5)	Conducted 2 meetings as per Academic Calendar	We adhere strictly to the KTU academic calendar for scheduling all activities.
Syllabus coverage as per Course Plan(B)	Excellent(5)	Completed all 5 modules as per schedule	Ensured they are completed and update at all times
Conduct of Tutorial Classes(B)	Excellent(5)	Tutorial register is maintained properly	We will maintain the excellence in future
Evaluation of Answer Scripts(A)	Excellent(5)	Evaluated the Answer sheets as per the answer key and corrections are informed to the students	Will be following the same pattern for the next semester also
Conduct of practical courses(B)	Good(4)	All experiments have been completed as per the schedule.	All the experiments have been completed as per the proposed plan. Updates will be monitored
Evaluation of students performance in practical classes(A)	Excellent(5)	Daily evaluation has been done	Will be following the same pattern
Facility to do experiments in the lab(A)	Good(4)	Experiments mentioned by KTU are available and those were completed as per plan and syllabus. Maintenance is required.	Maintenance are done and requirements are updated to higher officials
Conduct of remedial/minor/honours classes(B)	Excellent(5)	Remedial classes are conducted as per the schedule	Conducted as per remedial timetable and updated in remedial register

Maintenance of course diary(A)	Excellent(5)	Course diary for theory and lab are maintained properly	Will maintain all the updation on time
Assessment of Outcomes(A)	Good(4)	CO PO attainment has been calculated. PSO updates needed	Confirmed that all faculty members have calculated the attainment of CO and PO for their respective courses. Updates on PSO will be ensured
Faculty evaluation & remarks of the HOD(A)	Excellent(5)	Conducted 2 faculty evaluation and remarks are mentioned by HOD and Principal	We will maintain the excellence
Conduct of Seminar, Project and Thesis(A)	Good(4)	Completed as per the schedule.	Will ensure all groups have completed the design of their ideation during phase 1.
Computing facility in the Department(A)	Good(4)	Available	Facility required for staff and students are available and maintained
Facility for co-curricular and extracurricular activities (B)	Good(4)	All facilities required for all activities as provided to students	A detailed schedule of activities is drafted for each semester, and diligent follow-up is executed accordingly.
Students attending MOOC or other online courses (B)	Good(4)	S5: 4/7 students registered	Details of MOOC courses are shared with students. More registrations will be ensured
Maintenance of A1, A2 and A3 files.	Good(4)	All the A files are maintained. Timely updates are to be ensured	Updates will be monitored and ensured.
Maintenance of B files.	Good(4)	All the B files are maintained	Timely updates will be monitored and ensured.
Maintenance of C and D files.	Good(4)	Updates needed	Updates will be monitored and ensured.

Name and Signature of the Auditor

Deepa

ASHILLY. N

IQAC Coordinator

Principal

Sarini
29/1/24




RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY

Branch: Mechanical Engineering

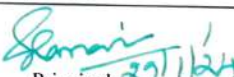
Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Placement Status	Fair(3)	7/22 students placed. More placements are to be ensured	Planning to provide maximum training for skill development and bring more drives
Class/Course committee meetings and action taken (B)	Excellent(5)	3 Class committee have been conducted as per academic calendar	We strictly follow the KTU academic calender for all activities
Advisory meetings and action taken report(B)	Excellent(5)	2 Advisory meeting have been conducted	We strictly follow the KTU academic calender for all activities
Syllabus coverage as per Course Plan(B)	Good(4)	Completed all 5 modules as per schedule. File updates needed	Will maintain all the updation on time
Conduct of Tutorial Classes(B)	Good(4)	Tutorial register is maintained. Timely updates needed	Ensured that all courses are conducted as per the plan
Evaluation of Answer Scripts(A)	Excellent(5)	Answer sheets have been evaluated as per the answer key	Evaluation will be closely monitored according to key metrics.
Conduct of practical courses(B)	Good(4)	All mandatory experiments have been completed as per the schedule.	Conducted as per course plan
Evaluation of students performance in practical classes(A)	Good(4)	Daily evaluation has been done	A rubric for daily evaluation has been developed and implemented to monitor students' performance in practical classes.
Facility to do experiments in the lab(A)	Good(4)	Experiments mentioned by KTU are available and those were completed as per plan and syllabus. Maintenance is required.	Experiments conducted as per syllables and proper follow up is done.
Conduct of remedial/minor/honours classes(B)	Good(4)	Remedial/minor classes are conducted as per the schedule	Conducted as per remedial/minor timetable
Maintenance of course diary(A)	Excellent(5)	Course diary for theory and lab are maintained properly	will ensure the same always

Assessment of Outcomes(A)	Good(4)	CO PO attainment has been calculated. PSO to be maintained	Confirmed that all faculty members have calculated the attainment of CO and PO for their respective courses. PSO attainment will also be ensured
Faculty evaluation & remarks of the HOD(A)	Excellent(5)	2 faculty evaluation has been conducted and remarks of the HoD, principal are maintained.	will ensure the same always
Conduct of Seminar, Project and Thesis(A)	Good(4)	Completed as per the schedule.	Will ensure all groups have completed the design of their ideation during phase 1.
Computing facility in the department(A)	Good(4)	Computing facility are available in the department.	30 systems available for usage by staff and students
Facility for co-curricular and extracurricular activities (B)	Good(4)	all facilities are made available	Various activities conducted as per the plan.
Students attending MOOC or other online courses (B)	Fair(3)	Very few students are attending MOOC course.	Informed students about availability of mooc courses. shared the list of courses also.
Maintenance of A1, A2 and A3 files.	Good(4)	A3: CO-PSO not mapped	Updates will be made and filed promptly to ensure they are completed on time.
Maintenance of B files.	Good(4)	All the B files are maintained Updates needed	Updates will be monitored and verified to ensure their completion.
Maintenance of C and D files.	Good(4)	All the C and D files are maintained.	Updates will be monitored and verified to ensure their completion.

for ~~ASHILLY~~ (Pji V.I)
 Name and Signature of the Auditor

ASHILLY · N 

IQAC Coordinator 


 Principal 29/1/24



RAJADHANI INSTITUTE OF
SCIENCE AND TECHNOLOGY

Branch: Applied Science and Humanities

Key Aspects	Rating	Internal Auditor's Remark	HOD's Response
Placement Status	NA	NA	NA
Class/Course committee meetings and action taken (B)	Excellent(5)	3 Class committee have been conducted as per academic calendar	We strictly follow the KTU academic calender for all activities
Advisory meetings and action taken report(B)	Excellent(5)	2 Advisory meeting have been conducted	We strictly follow the KTU academic calender for all activities
Syllabus coverage as per Course Plan(B)	Good(4)	Completed all 5 modules as per schedule	Will maintain all the updation on time
Conduct of Tutorial Classes(B)	Good(4)	Tutorial register is maintained	Ensured that all courses are conducted as per the plan
Evaluation of Answer Scripts(A)	Excellent(5)	Answer sheets have been evaluated as per the answer key	Evaluation as per key is monitored.
Conduct of practical courses(B)	Good(4)	All mandatory experiments have been completed as per the schedule.	All the experiments have been completed as per the proposed plan
Evaluation of students performance in practical classes(A)	Good(4)	Daily evaluation has been done	A rubric for daily evaluation has been developed and implemented to monitor students' performance in practical classes.
Facility to do experiments in the lab(A)	Good(4)	Experiments mentioned by KTU are completed as per plan and syllabus. Maintenance is required.	Maintenance are done and new requirements are submitted to higher officials
Conduct of remedial/minor/honours classes(B)	Good(4)	Remedial classes are conducted as per the schedule	Conducted as per remedial timetable
Maintenance of course diary(A)	Excellent(5)	Course diary for theory and lab are maintained properly	Will ensure all the updation on time

Assessment of Outcome(A)	Good(4)	CO PO attainment has been calculated.	Confirmed that all faculty members have calculated the attainment of CO and PO for their respective courses.
Faculty evaluation & remarks of the HOD(A)	Excellent(5)	2 faculty evaluation has been conducted and remarks of the HoD. principal are maintained.	Will ensure always
Conduct of Seminar.Project and Thesis(A)	NA	NA	NA
Computing facility in the department(A)	Good(4)	Computing facility are available in the department.	maintenance of computing facilities is monitored at intervals
Facility for co-curricular and extracurricular activities (B)	Good(4)	All facilities are made available as per need	A comprehensive chart outlining activities for each semester is created, and diligent follow-up is carried out accordingly.
Students attending MOOC or other online courses (B)	Poor(2)	Students are not attending MOOC course	Students have been informed about the availability of MOOC courses related to AS&H and the list of courses has been shared with them to promote more registrations
Maintenance of A1, A2 and A3 files.	Good(4)	All the A files are maintained. Timely updates are to be ensured	Updates will be monitored and ensured.
Maintenance of B files.	Good(4)	All the B files are maintained	Timely updates will be monitored and ensured.
Maintenance of C and D files.	Good(4)	Updates needed	Updates will be monitored and ensured.

ARCHANA.P

Name and Signature of the Auditor

Rabeena S.M



IQAC Coordinator



Principal


29/1/24