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# **Dept of Internal Quality Assurance Cell**

# **Audit Report**

Department: Computer Science and Engineering

Audit Date: 12/08/2024 to 25/8/2024 Audit Team: Dr. Radhakrishna R K

### Reporting Period:

1. 2022-2023 (Even Semester)

2. 2023-2024 (Odd and Even Semesters)

#### 1. Introduction

• Objective of the Audit:

The internal audit aims to evaluate the effectiveness of the Quality Assurance processes, ensuring compliance with institutional policies, accreditation requirements, and continuous improvement efforts.

Scope of the Audit:

The audit covers all department's academic, administrative, and support functions for the reporting periods.

#### 2. Audit Methodology

• Data Collection:

Information was gathered through document review, interviews with faculty and staff, and observation of processes.

• Evaluation Criteria:

Standards and benchmarks include NAAC criteria and institutional guidelines.

#### 3. Audit Findings

#### **Academic Processes:**

Attendance Registers: Available with all faculties. Some of them need to be updated.

Course Files: Available with all faculties but are incomplete(AL/SL, Mid exam results, course attainment and action taken report). Some staff members have maintained. For the 2022-23 even semester AL/SL are maintained in a separate file, recommended to keep in the individual files. Suggested to complete the Co-Po attainments.

Laboratory Files: Missing in all subjects; recommended for implementation.

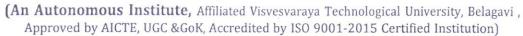
Mini projects/internships: Maintained in the department file. Not maintained in the department file.

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### **Course End Survey:**

Feedback Analysis- (Not maintained by a few staff members)
 Faculty should Analyse student feedback and maintain an analysis report withidentified improvement areas.

### **Preliminary Pages:**

• Required Information: (Maintained by all staff members)

Should include the institution's and department's vision and mission, course title, objectives, COs, prerequisites, bridge course info, and other introductory details.

Contents beyond Syllabus: (Not maintained by few staff members)

• Additional Topics: (Not maintained by few staff members)

Details of seminars, activities, workshops, case studies, or projects beyond the syllabus are missing and should be included.

CIE/SEE/Previous Question Papers: (All the staff have maintained)
Maintenance:

CIE evaluations and the percentage of CIE questions in SEE should be maintained in coursefiles.

#### **Innovative Practices:**

• Teaching Methods:

Document any innovative teaching or evaluation methods and analyze their effectiveness.

Note: The faculty members who left the college in between the academic years have not submitted the complete course files.

Mentor Files: Counselling Schedules And Logs Are Not Maintained. Suggested to maintain the logs and proofs by taking the geotagged photos and prepare a report.

Hod Files: Maintained by the Computer Science department head of the department.

Website: Updated.

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# Dept of Internal Quality Assurance Cell

PREPARED BY

Dr. Radhakrishna R K

Date: 30/08/2024.

Signature:



The Team Headed during the visit by:

Computer Science Department Audit Coordinator: (Dr. Kirubha D)

Signature:

D. Quy. 3,18124

Computer Science Department Head: (Dr. Usha S)

Signature:

Los D. air. 3118124

RAJARAJESWARI

COLLEGE OF ENGINEERING Pamohalli Cross, Bengaluru-74

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# **Dept of Internal Quality Assurance Cell**

### **Audit Report**

**Department:** ROBOTICS AND AUTOMATION and MATHEMATICS

Audit Date: 05/08/2024 to 20/8/2024

Audit Team: Dr. M.SELVI

### Reporting Period:

1. 2022-2023 (Even Semester)

2. 2023-2024 (Odd and Even Semesters)

#### 1. Introduction

· Objective of the Audit:

The purpose of the internal audit is to evaluate the effectiveness of the Quality Assurance processes, ensuring compliance with institutional policies, accreditation requirements, and continuous improvement efforts.

· Scope of the Audit:

The audit covers all academic, administrative, and support functions within the department for the reporting periods.

#### 2. Audit Methodology

• Data Collection:

Information was gathered through document review, interviews with faculty and staff, and observation of processes.

· Evaluation Criteria:

Standards and benchmarks include NAAC criteria and institutional guidelines.

#### 3. Audit Findings

#### Academic Processes:

Attendance Registers: Available with all faculties.

Course Files: Not maintained by all staff members(AL/SL, Mid exam results, course attainment and action taken report)

Laboratory Files: Missing in all subjects; recommended for implementation.

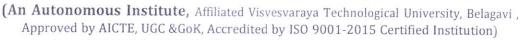
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Mini projects/internships: Maintained in the department file. Not maintained in the individual faculty file.

### Course End Survey:

Feedback Analysis- (Not maintained by few staff members)
 Faculty should analyze student feedback and maintain an analysis report with identified improvement areas.

### **Preliminary Pages:**

• Required Information: (Not maintained by few staff members)

Should include institution's and department's vision and mission, course title, objectives, COs, prerequisites, bridge course info, and other introductory details.

Contents beyond Syllabus: (Not maintained by few staff members)

• Additional Topics: (Not maintained by All staff members)

Details of seminars, activities, workshops, case studies, or projects beyond the syllabus are missing and should be included.

CIE/SEE/Previous Question Papers: (Not maintained by few staff members)
Maintenance:

CIE evaluations and percentage of CIE questions in SEE should be maintained in course files.

#### **Innovative Practices:**

• Teaching Methods:

Document any innovative teaching or evaluation methods and analyze their effectiveness.

Mentor Files: Counselling Schedules And Logs Are Not Maintained.

**Hod Files:** Maintained by Robotics department HoD (Dr.M.Karthikeyan)

Not maintained by Mathematics department HoD(Dr.Hariprasad)

Website: Updated.

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# Dept of Internal Quality Assurance Cell

PREPARED BY

Dr.M.Selvi.

Date: 23/08/2024.

Signature:

M.W 23/8/2020

Team Headed by during the visit by

M

Robotics department HoD (Dr.M.Karthikeyan).

Signature:

M. fellety 23/8/24

Mathematics department HoD(Dr.Hariprasad).

1QAC REBING \* Bengalities

Signature:

23/08/2024.

Head (10AC)

Principal

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# **Internal Quality Assurance Cell**

### **Internal Audit Report**

Department: E.C.E (Electronics and Communication Engineering))

Audit Date: 13/08/2024, 10/09/2024 and 11/09/2024

Audit Team: Dr. Satheesha. V, Associate Professor, Dept. of R&A.

### **Reporting Period:**

1. 2022-2023 (Even Semester)

2. 2023-2024 (Odd and Even Semesters)

#### 1. Introduction

• Objective of the Audit:

The purpose of the internal audit is to evaluate the effectiveness of the Quality Assurance processes, ensuring compliance with institutional policies, accreditation requirements, and continuous improvement efforts.

Scope of the Audit:

The audit covers all academic, administrative, and support functions within the department for the reporting periods.

### 2. Audit Methodology

Data Collection:

Information was gathered through document review, interviews with faculty and staff, and observation of processes.

Evaluation Criteria:

Standards and benchmarks include NAAC criteria and institutional guidelines.

#### 3. Audit Findings

#### Academic Processes:

POs, PEOs, and PSOs:

Detailed listing needed in course files, including how subjects contribute to these outcomes.

CO-PO Mapping:

Some of the faculty shown CO-PO Mapping is included in syllabus copies, but a separate matrix is recommended for clarity.

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· CO-PSO Mapping, Course attainment, action taken report

Missing in all subjects of 2023-24 even semester, since SEE results awaiting.

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#### Time Table:

• Faculty Individual Time Tables Missing:
Should be maintained in individual faculty course files along with Class Time table.

### Lecture Plan and Session Plan (Not Maintained in required format)

· Format of Lesson Plan:

(CO's)- Blooms Taxonomy  (Unit (Unit process books/W resources)  Wise) - Wise) - Executed date
--

Should include titles, learning objectives (COs), prerequisites, outlines, teaching methods, assessment processes, and materials.

#### Entry of Attendance:

Attendance Registers:
 Mandatory for all courses; all fields must be completed and verified by HODs frequently.

#### Course End Survey:

Feedback Analysis- (Not maintained by few staff members)
 Faculty should analyze student feedback and maintain an analysis report with identified improvement areas.

#### **Preliminary Pages:**

Required Information: (Not maintained by few staff members)

Should include institution's and department's vision and mission, course title, objectives, COs, prerequisites, bridge course info, and other introductory details.

#### Contents beyond Syllabus:

Some of the faculty really incorporated content to deliver in the class, but fail to maintain the documents in their course file.

Principal

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# **Internal Quality Assurance Cell**

Additional Topis: (Not maintained by All staff members)

Details of seminars, activities, workshops, case studies, or projects beyond the syllabus are missing and should be included.

### CIE/SEE/Previous Question Papers:

All are maintained in course file

#### Maintenance:

CIE evaluations and percentage of CIE questions in SEE maintained in coursefiles.

#### **Innovative Practices:**

· Teaching Methods:

Document any innovative teaching or evaluation methods and analyze their effectiveness is missing.

#### Mid Exam (CIE) Results Analysis:

Analysis:

Includes a detailed review of CIE and SEE results, comparison with final evaluations.

#### Advanced Learners/Slow Learners (AL/SL):

Identification and Support:

Lists and records of remedial classes maintained, effectiveness reports report to be

#### Course Attainments and Action Taken Report:

• Attainment Analysis:

Only 2022-23 Even semester course outcomes are achieved and actions taken report based on this analysis to be incorporated in course file.

2023-24 Odd semester course file outcomes are missing because of issues in ERP, suggested to do manual course attainment if not able to print it from ERP.

#### LAB Documents:

Maintenance:

Ensure attendance registers, lists of experiments, alignment with POs/PEOs/PSOs, rubrics, manuals, and internal evaluation marks are up-to-date and comprehensive.

Mini Projects:

COLLEGE OF ENGINEERING
Encouragement and Guidelines: (Missing)

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# Internal Quality Assurance Cell



#### Mentor files:

Mentor reviews are uploaded in ERP, separate mentee follow up file to be maintained. It should include permission letters and if any communication letters.

HoD files:

All audit files are maintained.

Website related actions:

All data are verified maintained in department website.

Prepared by:

Dr. Satheesha V Associate Professor, Dept. R&A Date: 11-09-2024

Signature

Team headed during the Visit:

Dr. Sunitha .R HoD- Dept. of ECE Date: 11-09-2024

Signature:

PROFESSOR & HEAD

DEPT. OF ELECTRONICS & COMMUNICATION ENG RAJARAJESWARI COLLEGE OF ENGG. BENGALURU - 560 074

Approved by:

**IQAC Head:** 

Dr. Sreenivasa Murthy V

Date: 11-09-2024

Signature:

Principal

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# Internal QualityAssuranceCell

### Internal AuditReport

Department: EEE (Electrical and Electronics Engineering)

AuditDate: 13/08/2024, 10/09/2024 and 11/09/2024

AuditTeam: Prof. Lokesha K, Assistant Professor, Dept. of ECE

### ReportingPeriod:

1. 2022-2023 (Even Semester)

2. 2023-2024 (Oddand EvenSemesters)

#### 1. Introduction

Objective of the Audit:

The purpose of the internal audit is to evaluate the effectiveness of the Quality Assurance processes, ensuring compliance within stitutional policies, accreditation requirements, and continuous improvement efforts.

· Scope of the Audit:

Theauditcoversallacademic, administrative, and support functions within the department for rthe reportingperiods.

#### 2. Audit Methodology

Information was gathered through document review, interviews with faculty and staff, and observation of processes.

EvaluationCriteria:

StandardsandbenchmarksincludeNAACcriteriaandinstitutionalguidelines.

#### 3. Audit Findings

#### Academic

#### Processes:

POs, PEOs, and PSOs:

Detailed listing needed in coursefiles including how subjects contribute outcomes.

Principal CO-PO Mapping: Some of the faculty shown CO-POMapping is included in syllabus copies, but separate matrix is recommended for clarity. Ramohalli Cross, Bengaluru-74

 CO-PSO Mapping, Course attainment, action taken report Missing in all subjects of 2023-24 even semester, since SEE results awaiting.



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# Internal QualityAssuranceCell



• Faculty Individual Time Tables Missing:
The Class time table along with individual faculty time table to be maintained in the course file.

# Lecture Plan and Session Plan (Not Maintained in required format)

· Format of Lesson Plan:

Lesson Titles	Learning Objectives (CO's)- Blooms Taxonomy	Prerequisites	Lesson Outline ( Unit wise) – Planned date	Lesson Outline ( Unitwis e)— Executed date	Teaching Methods	Assessm entproc ess	Materials supplied	Referencesb oth Textbooks/ Webresourc es.
------------------	---	---------------	--	--	---------------------	---------------------------	-----------------------	---

Shouldincludetitles, learning objectives (COs), prerequisites, outlines, teaching methods, as sessment processes, and materials.

### Entry of Attendance:

Attendance Registers:

All the blank spaces in the attendance register need to be filled. IA marks and student attendance status (in percentage as per requirement of University) finalized to be mentioned in the attendance register.

### Course End Survey:

Feedback Analysis-(Not maintained by few staff members)
 Faculty should analyze student feedback and maintain an analysis report with identified improvement areas.

#### **Preliminary Pages:**

• Required Information: (Not maintained by few staff members)

Should include institution's and department's vision and mission, course title, objectives, COs, prerequisites, bridge course information, and other introductor details.

Contents beyond Syllabus:

Principal RAJARAJESWARI

Some of the faculty incorporated content to deliver in the class. As a proof they have to maintain the documents in their course file.

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# Internal QualityAssuranceCell



Details of seminars, activities, workshops, case studies, or projects beyond the syllabus are missing and should be included.

### CIE/SEE/PreviousQuestionPapers:

All are maintained in course file

#### Maintenance:

CIE evaluations and percentage of CIE questions in SEE maintained in course files.

#### InnovativePractices:

Teaching Methods:

Document any innovative teaching or evaluation methods and analyze their effectiveness is missing.

### MidExam(CIE) ResultsAnalysis:

Analysis:

Includes a detailed review of CIE and SEE results, comparison with final evaluations.

#### AdvancedLearners/SlowLearners(AL/SL):

• Identification and Support:

Lists and records of remedial classes maintained, effectiveness reports to be maintained.

#### CourseAttainmentsandActionTakenReport:

• AttainmentAnalysis:

CO attainment for the entire course is maintained in the course file. PO attainment of the course needs to be maintained.

Only 2022-23 even semester course outcomes are achieved and actions taken report based on this analysis to be incorporated in course file.

2023-24 Odd semester course file outcomes are missing because of issues in ERP, suggested to do manual course attainment if not able to print it from ERP.

#### LAB Documents:

Maintenance:

Ensure attendance registers, lists of experiments, alignment with POs/PEOs/PSOs RAJARAJESWARI rubrics, manuals, and internal evaluation marks are up-to-date and comprehensive.

MiniProjects:

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#### Mentor files:

Mentor reviews are uploaded in ERP, separate mentee follow up file to be maintained. It should include permission letters and if any communication letters.

#### HoD files:

All audit files are maintained.

#### Website related actions:

All data are verified maintained in department website.

#### Prepared by:

Prof. Lokesha K

Assistant Professor, Dept. ECE, Signature:-

Date: 11-09-2024

Team headed during the Visit:

Dr. Ebby Darney HoD- Dept. of EEE

Date: 11-09-2024

Signature:

Approved by:

**IQAC Head:** 

Dr. Sreenivasa Murthy V

Date: 11-09-2024

Signature:

RAJARAJESWARI

COLLEGE OF ENGINEERING

Ramohalli Cross, Bengaluru-74

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# **Internal Quality Assurance Cell**

# **Internal Audit Report**

Department: AI & ML (Artificial Intelligence & Machine Learning)

Audit Date: 13/08/2024, 08/09/2024 and 12/09/2024

Audit Team: Dr. Vishwanath K C, Associate Professor, Dept. of R&A.

### **Reporting Period:**

1. 2022-2023 (Even Semester)

2. 2023-2024 (Odd and Even Semesters)

#### 1. Introduction

· Objective of the Audit:

The purpose of the internal audit is to evaluate the effectiveness of the Quality Assurance processes, ensuring compliance with institutional policies, accreditation requirements, and continuous improvement efforts.

• Scope of the Audit:

The audit covers all academic, administrative, and support functions within the department for the reporting periods.

### 2. Audit Methodology

• Data Collection:

Information was gathered through document review, interviews with faculty and staff, and observation of processes.

Evaluation Criteria:

Standards and benchmarks include NAAC criteria and institutional guidelines.

### 3. Audit Findings

#### **Academic Processes:**

POs, PEOs, and PSOs:

Detailed listing needed in course files, including how subjects contribute to these outcomes.

CO-PO Mapping:

Some of the faculty shown CO-PO Mapping is included in syllabus copies, but a separate matrix is recommended for clarity.

CO-PSO Mapping, Course attainment, action taken report
 Missing in all subjects of 2023-24 even semester, since SEE results awaiting.

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# **Internal Quality Assurance Cell**

#### TimeTable:

Faculty Individual Time Tables Missing:
 Should be maintained in individual faculty course files along with Class Timetable.

### Lecture Plan and Session Plan (Not Maintained in required format)

· Format of Lesson Plan:

Lesson Titles	Learning Objectives (CO's)- Blooms Taxonomy	Prerequisites	Lesson Outline ( Unit wise) – Planned date	Lesson Outline ( Unit wise) Executed date	Teaching Methods	Assessm ent process	Materials supplied	References both Textbooks/ Web resources.

Should include titles, learning objectives(COs), prerequisites, outlines, teaching methods, assessment processes, and materials.

### Entry of Attendance:

Attendance Registers:
 Mandatory for all courses; all fields must be completed and verified by HODs frequently.

# Course End Survey:

Feedback Analysis-(Not maintained by few staff members)
 Faculty should analyze student feedback and maintain an analysis report with identified improvement areas.

# **Preliminary Pages:**

• Required Information: (Not maintained by few staff members)

Should include institution's and department's vision and mission, course title, objectives, COs, prerequisites, bridge course info, and other introductory details.

### Contents beyond Syllabus:

Some of the faculty really incorporated content to deliver in the class, but fail to maintain the documents in their course file.

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EmailId:iqac@rrce.org

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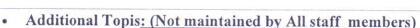




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# **Internal Quality Assurance Cell**



Details of seminars, activities, workshops, case studies, or projects beyond the syllabus are missing and should be included.

### **CIE/SEE/Previous Question Papers:**

All are maintained in course file

#### Maintenance:

CIE evaluations and percentage of CIE questions in SEE maintained in course files.

#### **Innovative Practices:**

Teaching Methods:

Document any innovative teaching or evaluation methods and analyze their effectiveness is missing.

### Mid Exam(CIE) Results Analysis:

Analysis:

Includes a detailed review of CIE and SEE results, comparison with final evaluations.

### Advanced Learners/Slow Learners(AL/SL):

• Identification and Support:

Lists and records of remedial classes maintained, effectiveness report to be maintained.

#### Course Attainments and Action Taken Report:

Attainment Analysis:

Only 2022-23 Even semester course outcomes are achieved and actions taken report based on this analysis to be incorporated in course file.

2023-24 Odd semester course file outcomes are missing because of issues in ERP, suggested to do manual course attainment if not able to print it from ERP.

#### LAB Documents:

Maintenance:

Ensure attendance registers, lists of experiments, alignment with POs/PEOs/PSOs, rubrics, manuals, and internal evaluation marks are up-to-date and comprehensive.

Mini Projects:

• Encouragement and Guidelines: (Missing)

Principal RAJARAJESWARI COLLEGE OF ENGINEERING

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# AR.

# **Internal Quality Assurance Cell**

#### Mentor files:

Mentor reviews are uploaded in ERP, separate mentee follow up file to be maintained. It should include permission letters and if any communication letters.

#### **HoD files:**

All audit files are maintained.

#### Website related actions:

All data are verified maintained in department website.

Prepared by:

Dr. Vishwanath K. C

Associate Professor, Dept. R&A Signature:

Date: 14-09-2024

Team headed during the Visit:

Dr.Rajesh K.S.

HoD- Dept. of AI & ML

Date: 14-09-2024

Dept. of Artificial Intelligence & Machine Learning RAJARAJESWARI COLLEGE OF ENGINEERING

Kumualagodu, Mysore Road.

Bengaluru-560074

Approved by:

IQAC Head:

Dr. Sreenivasa Murthy V

Date: 14-09-2024

Signature:

Principal RAJARAJESWARI

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# **Internal Quality Assurance Cell**

**Internal Audit Report** 

Department: IOT (Internet of Things), yber serving including Rockday Tal

Audit Date: 14/08/2024, 10/09/2024 and 12/09/2024

Audit Team: Dr. Vishwanath K C, Associate Professor, Dept. of R&A.

### Reporting Period:

1. 2022-2023 (Even Semester)

2. 2023-2024 (Odd and Even Semesters)

#### 1. Introduction

• Objective of the Audit:

The purpose of the internal audit is to evaluate the effectiveness of the Quality Assurance processes, ensuring compliance with institutional policies, accreditation requirements, and continuous improvement efforts.

Scope of the Audit:

The audit covers all academic, administrative, and support functions within the department for the reporting periods.

# 2. Audit Methodology

Data Collection:

Information was gathered through document review, interviews with faculty and staff, and observation of processes.

**Evaluation Criteria:** 

Standards and benchmarks include NAAC criteria and institutional guidelines.

#### 3. Audit Findings

#### Academic Processes:

POs, PEOs, and PSOs:

Detailed listing needed in course files, including how subjects contribute to these outcomes.

CO-PO Mapping:

Some of the faculty shown CO-PO Mapping is included in syllabus copies, but

separate matrix is recommended for clarity.

CO-PSO Mapping, Course attainment, action taken report Missing in all subjects of 2023-24 even semester, since SEE results awaiting.

COLLEGE OF ENGINEERING

Principal

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# **Internal Quality Assurance Cell**

#### TimeTable:

Faculty Individual Time Tables Missing:
 Should be maintained in individual faculty course files along with Class Timetable.

### Lecture Plan and Session Plan (Not Maintained in required format)

Format of Lesson Plan:

Titles	Learning Objectives (CO's)- Blooms Taxonomy	Prerequisites	Lesson Outline ( Unit wise) - Planned date	Lesson Outline ( Unit wise) Executed date	Teaching Methods	Assessm ent process	Materials supplied	References both Text books/Web esources.
	100000000000000000000000000000000000000		Planned	Executed				esources.

Should include titles, learning objectives (COs), prerequisites, outlines, teaching methods, assessment processes, and materials.

### Entry of Attendance:

Attendance Registers:
 Mandatory for all courses; all fields must be completed and verified by HODs frequently.

#### Course End Survey:

Feedback Analysis-(Not maintained by few staff members)
 Faculty should analyze student feedback and maintain an analysis report with identified improvement areas.

#### **Preliminary Pages:**

• Required Information: (Not maintained by few staff members)

Should include institution's and department's vision and mission, course title, objectives, COs, prerequisites, bridge course info, and other introductory details.

#### Contents beyond Syllabus:

Some of the faculty really incorporated content to deliver in the class, but fail to maintain the documents in their course file.

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COLLEGE OF ENGINEERING

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# A.

# **Internal Quality Assurance Cell**

Additional Topis: (Not maintained by All staff members)

Details of seminars, activities, workshops, case studies, or projects beyond the syllabus are missing and should be included.

### CIE/SEE/Previous Question Papers:

All are maintained in course file

#### Maintenance:

CIE evaluations and percentage of CIE questions in SEE maintained in course files.

### **Innovative Practices:**

Teaching Methods:

Document any innovative teaching or evaluation methods and analyze their effectiveness is missing.

### Mid Exam(CIE) Results Analysis:

Analysis:

Includes a detailed review of CIE and SEE results, comparison with final evaluations.

### Advanced Learners/Slow Learners(AL/SL):

Identification and Support:

Lists and records of remedial classes maintained, effectiveness report to be maintained.

### Course Attainments and Action Taken Report:

Attainment Analysis:

Only 2022-23 Even semester course outcomes are achieved and actions taken report based on this analysis to be incorporated in course file.

2023-24 Odd semester course file outcomes are missing because of issues in ERP, suggested to do manual course attainment if not able to print it from ERP.

#### LAB Documents:

Maintenance:

Ensure attendance registers, lists of experiments, alignment with POs/PEOs/PSOs, rubrics, manuals, and internal evaluation marks are up-to-date and comprehensive.

### Mini Projects:

Encouragement and Guidelines: (Missing)

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# **Internal Quality Assurance Cell**

#### Mentor files:

Mentor reviews are uploaded in ERP, separate mentee follow up file to be maintained. It should include permission letters and if any communication letters.

#### HoD files:

All audit files are maintained.

#### Website related actions:

All data are verified maintained in department website.

Prepared by:

Dr. Vishwanath K. C

Associate Professor, Dept. R&A Signature:

Date: 14-09-2024

Team headed during the Visit:

Dr. Shashidhar V CSE(IC)

HoD- Dept. of A & MA

Date: 14-09-2024

Signature:

Approved by:

IQAC Head:

Dr. Sreenivasa Murthy V

Date: 14-09-2024

Signature: .

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# Dept of Internal Quality Assurance Cell

### **Audit Report**

Department: M.B.A. (Master of Business Administration)

Audit Date: 12/08/2024

Audit Team: Dr. Sreenivasa Murthy.V

### Reporting Period:

1. 2022-2023 (Even Semester)

2. 2023-2024 (Odd and Even Semesters)

#### 1. Introduction

· Objective of the Audit:

The purpose of the internal audit is to evaluate the effectiveness of the Quality Assurance processes, ensuring compliance with institutional policies, accreditation requirements, and continuous improvement efforts.

Scope of the Audit:
 The audit covers all academic, administrative, and support functions within the department for the reporting periods.

### 2. Audit Methodology

Data Collection:

Information was gathered through document review, interviews with faculty and staff, and observation of processes.

• Evaluation Criteria:

Standards and benchmarks include NAAC criteria and institutional guidelines.

# 3. Audit Findings

#### Academic Processes:

POs, PEOs, and PSOs:
 Detailed listing needed in course files, including how subjects contribute to these outcomes.

CO-PO Mapping:

CO-PO Mapping is included in syllabus copies, but a separate matrix is recommended for clarity.

CO-PSO Mapping:

Missing in all subjects; recommended for implementation.

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# Dept of Internal Quality Assurance Cell

#### Time Table:

• Faculty Individual Time Tables Missing:
Should be maintained in individual faculty course files along with Class Time table.

### Lecture Plan and Session Plan (Not Maintained in required format)

Format of Lesson Plan:

Titles	Objectives ( CO's)- Blooms Taxonomy		Outline (Unit wise) – Planned date	Outline (Unit wise) – Executed date	Methods	process	supplied	both Text books / Web resources.
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Should include titles, learning objectives (COs), prerequisites, outlines, teaching methods, assessment processes, and materials.

# Entry of Attendance:

Attendance Registers:
 Mandatory for all courses; all fields must be completed and verified by HODs frequently.

### Course End Survey:

Feedback Analysis- (Not maintained by few staff members)
 Faculty should analyze student feedback and maintain an analysis report with identified improvement areas.

# **Preliminary Pages:**

Required Information: (Not maintained by few staff members)

Should include institution's and department's vision and mission, course title, objectives, COs, prerequisites, bridge course info, and other introductory details.

### Contents beyond Syllabus:

Additional Topics: (Not maintained by All staff members)

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Details of seminars, activities, workshops, case studies, or projects beyond the INEERING syllabus are missing and should be included.

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# Dept of Internal Quality Assurance Cell

CIE/SEE/Previous Question Papers: (Not maintained by few staff members)
Maintenance:

CIE evaluations and percentage of CIE questions in SEE should be maintained in course files.

#### **Innovative Practices:**

Teaching Methods:

Document any innovative teaching or evaluation methods and analyze their effectiveness.

### Mid Exam (CIE) Results Analysis:

· Analysis:

Includes a detailed review of CIE and SEE results, comparison with final evaluations.

### Advanced Learners/Slow Learners (AL/SL):

• Identification and Support:

Lists and records of remedial classes should be maintained, including effectiveness reports.

### Course Attainments and Action Taken Report:

• Attainment Analysis:

Review the extent to which course outcomes are achieved and actions taken based on this analysis.

### LAB Documents:

Maintenance:

Ensure attendance registers, lists of experiments, alignment with POs/PEOs/PSOs, rubrics, manuals, and internal evaluation marks are up-to-date and comprehensive.

### Mini Projects:

Encouragement and Guidelines: (Completely Missing)
 Increase student participation, provide clear guidelines, and encourage field projects and informal review sessions.

Class Teacher Files: (Completely Missing)

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# Dept of Internal Quality Assurance Cell

Documentation:

Maintain updated time tables, student lists, activity logs, and detailed records of activities beyond the curriculum.

#### Mentor Files:

Counseling Records: Effective Communication with parents is missing when

Ensure mentor diaries are updated, counseling schedules and logs are maintained, and effective communication with parents is established.

#### **HOD Files:**

Display Information: (Not maintaining the following files.) Include vision and mission statements, program details, organizational charts, staff lists, details of funds, committees, student strength, classroom details, and housekeeping status.

Website Related Actions: (Updated as expected and ensure timely update always)

**Content Verification:** 

Ensure vision and mission statements, POs/PSOs/PEOs, faculty details, achievements, events, MOUs, and additional sections showcasing department activities are accurately represented.

Prepared by:	
Dr. Sreenivasa Murthy.V	
Date: 14/08/2024	90
Dr. Sreenivasa Murthy.V Date: 14/08/2024	

Team headed by during the visit by:

Head of Department, Dept of M.B.A.

Signature:

Approved by: **IQAC** Coordinator

Department of Management St. RajaRajeswari College of Engineering

Bangalore - 560 074.

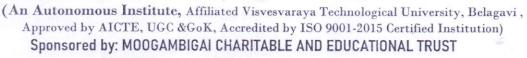
Signature:

The details of Follow-ups (Schedule):

**RAJARAJESWARI** COLLEGE OF ENGINEERING amohalli Cross, Bengaluru-74









# Dept of Internal Quality Assurance Cell

# **Audit Report**

**Department:** M.C.A. (Master of Computer Applications)

Audit Date: 13/08/2024

Audit Team: Dr. Sreenivasa Murthy.V

### Reporting Period:

1. 2022-2023 (Even Semester)

2. 2023-2024 (Odd and Even Semesters)

#### 1. Introduction

· Objective of the Audit:

The purpose of the internal audit is to evaluate the effectiveness of the Quality Assurance processes, ensuring compliance with institutional policies, accreditation requirements, and continuous improvement efforts.

Scope of the Audit:

The audit covers all academic, administrative, and support functions within the department for the reporting periods.

### 2. Audit Methodology

Data Collection:

Information was gathered through document review, interviews with faculty and staff, and observation of processes.

Evaluation Criteria:

Standards and benchmarks include NAAC criteria and institutional guidelines.

#### 3. Audit Findings

### Academic Processes:

POs, PEOs, and PSOs:

Detailed listing needed in course files, including how subjects contribute to these outcomes.

CO-PO Mapping:

CO-PO Mapping is included in syllabus copies, but a separate matrix is recommended for clarity.

CO-PSO Mapping:

Missing in all subjects; recommended for implementation.

Principal RAJARAJĖSWARI

MANAMESVARKI

COLLEGE OF ENGINEERING

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# Dept of Internal Quality Assurance Cell

#### Time Table:

• Faculty Individual Time Tables Missing:
Should be maintained in individual faculty course files along with Class Time table.

### Lecture Plan and Session Plan (Not Maintained in required format)

· Format of Lesson Plan:

Lesson Titles	Learning Objectives ( CO's)- Blooms Taxonomy	Prerequisites	Lesson Outline (Unit wise) – Planned date	Lesson Outline (Unit wise) - Executed date	Teaching Methods	Assessm ent process	Materials supplied	References both Text books / Web resources.
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Should include titles, learning objectives (COs), prerequisites, outlines, teaching methods, assessment processes, and materials.

### Entry of Attendance:

Attendance Registers:
 Mandatory for all courses; all fields must be completed and verified by HODs frequently.

### Course End Survey:

Feedback Analysis- (Not maintained by few staff members)
 Faculty should analyze student feedback and maintain an analysis report with identified improvement areas.

### Preliminary Pages:

· Required Information: (Not maintained by few staff members)

Should include institution's and department's vision and mission, course title, objectives, COs, prerequisites, bridge course info, and other introductory details.

#### Contents beyond Syllabus:

Additional Topics: (Not maintained by All staff members)

RAJARAJESWARI

Details of seminars, activities, workshops, case studies, or projects beyond the NGINEERING syllabus are missing and should be included.

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# **Dept of Internal Quality Assurance Cell**

CIE/SEE/Previous Question Papers: (Not maintained by few staff members)
Maintenance:

CIE evaluations and percentage of CIE questions in SEE should be maintained in course files.

### **Innovative Practices:**

Teaching Methods:
 Document any innovative teaching or evaluation methods and analyze their effectiveness.

### Mid Exam (CIE) Results Analysis:

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### Course Attainments and Action Taken Report:

Attainment Analysis:
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#### LAB Documents:

Maintenance:
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#### Mini Projects:

Encouragement and Guidelines: (Completely Missing)
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Class Teacher Files: (Completely Missing)

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# **Dept of Internal Quality Assurance Cell**

Documentation:
 Maintain updated time tables, student lists, activity logs, and detailed records of activities beyond the curriculum.

#### **Mentor Files:**

Counseling Records: Effective Communication with parents is missing when ever is necessary..
 Ensure mentor diaries are updated, counseling schedules and logs are maintained, and effective communication with parents is established.

#### **HOD Files:**

• Display Information: (Not maintaining the following files.)
Include vision and mission statements, program details, organizational charts, staff lists, details of funds, committees, student strength, classroom details, and housekeeping status.

### Website Related Actions: (Updated as expected and ensure timely update always)

Content Verification:
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accurately represented.	
December 1	
Prepared by: Dr. Sreenivasa Murthy.V	(6)
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200	ollege of Engineering alturu - 74.
Signature: Rajarajeshiwan Beng	aluru - 74.
Approved by:	
IQAC Coordinator	Principal
1QAC Cooldinator	RAJARAJESWARI
	COLLEGE OF ENGINEERING
Signature:	?amohalli Cross, Bengaluru-7#
The details of Follow-ups (Schedule):	
The details of Follow-ups (Schedule).	

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