

Internal Quality Assurance Cell (IQAC)

CONSOLIDATED REPORT OF INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) 2021 - 22

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Chief, Quality Control (Academics)
Directorate of QEPET
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054


Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

INTRODUCTION:

- **The Academic Audit**

The Academic Audit is necessary for any educational institution to know its strengths and weaknesses and to improve on quality processes in teaching, learning and evaluation aspects there by enhancing students' success.

- **The Administrative Audit:**

It is the process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

During the Audit process, the departments should be ready with set of data and proper documentation of the departmental activities so that the authenticated data will be readily available for the various accreditations coming up. Audit process also facilitates to work towards filling the gaps identified.

- **The Internal Academic and Administrative Audit at RUAS** was carried out with expert internal Audit team comprising members from Academics and Internal Quality Assurance cell.
- The internal Auditors were identified by the VC Office and IQAC coordinated the Academic and Administrative Audit for all the Faculties.
- The template for Audit process was approved by the Vice Chancellor and the Audit team critically reviewed the documents and recorded the compliances and non-compliances at each Faculty / Department and the observations made were presented to VC and discussed with respective Deans and HoDs.
- VC has insisted that Non-compliances should be addressed within a short time of period as a ready measure for external audit.
- **Totally three Academic Audits and two Administrative Audits were conducted during the Academic Year 2021-22** to streamline the processes, SOPs and documentation procedures at University / Faculty / Department level.

PART A

CONSOLIDATED REPORT OF INTERNAL ACADEMIC AUDIT - 2021-22

Three Academic Audits were conducted in the months of April, June and September 2022 respectively.

The detailed report is as under:

The details of the Academic Audits carried over during 2021-22

Sl.No	Date of Audit	Review of Audited Report by VC with Audit Team and Dean's / Directors
1	5 th and 6 th April 2022 (Annexure 1&2)	20 th April 2022
2	6 th , 7 th and 8 th June 2022 (Annexure 7)	25 th June 2022
3	13 th Sept.2022 (Annexure 10)	20 th Oct.2022

List of Internal Auditors identified by Office of Vice Chancellor

Sl.No	Name of Internal Auditors	Designation
1	Dr.Sreenivasa murthy	Dean, FDS
2	Dr.Madhavan V	Professor, FPH
3	Prof.Abbey Mathew	Dean, FHMCT
4	Dr. T.N.Srikantha Dath	Associate Dean, DoA
5	Dr.Silju Mathew	Dean, FDS
6	Ms.Vijayalakshmi T	Head, QAC
7	Ms. Geetha B.E.	Head, QAC


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List of Faculties undergone Academic Audit

1. Faculty of Dental Sciences
2. Faculty of Hospitality Management and Catering Technology
3. Faculty of Pharmacy
4. Faculty of Life and Allied Health Sciences
5. Faculty of Management and Commerce
6. Faculty of Art and Design
7. Faculty of Engineering and Technology
8. Faculty of Mathematical and Physical Sciences

Consolidated Report of Internal Academic Audit 2021-22

- **The First Academic Audit was conducted on 5th and 6th of April 2022 (Annexure 4)** for eight Faculties of RUAS which have **completed five academic years**. The template in the form of checklist was provided by IQAC in consultation with VC which includes information on authenticated Academic documents, Curriculum revision, Course allocation, T-L activities, evaluation, research, consultancy and extension activities, FDPs, Budget allocation, infrastructure up gradation etc.
- **The review of 1st Academic Audit report was done with the Vice Chancellor on 20th April 2022 (Annexure 5).** The Auditors presented the observations made and suggestions for the improvements to be made in documentation at each stage.
- VC has insisted to develop standardised formats/ templates/ SOPs for documentation of different processes and development of policy documents at University level. He reflected on contents of course file, result analysis, to conduct SSCM at Faculty level, feedback from all stakeholders etc.
- Suggested to inform all Deans to work towards corrective actions to close the non-compliances mentioned in the report before conducting the 2nd internal Academic Audit and
- Insisted IQAC to organise an awareness programme on importance of process flows, standard operating procedures, development of policy documents and proper documentation of all the activities to streamline the processes at University/ Faculty/ Department level

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- **An awareness programme** on importance of process flows, SoPs and Documentation regard to statutory bodies, regulatory bodies and Accreditations/Ratings / Rankings was **organized by IQAC on 20th May 2022 (Annexure 6)** and Respective Deans of Faculty, Directors, HoDs and Functional Heads of various administrative units have attended the meeting and the Vice Chancellor has addressed the importance of Accreditations for a growing University and the role of National and international acclamations, assessments, rankings to make an University a holistic existence entity.
- **The Second Academic Audit was conducted on 6th, 7th and 8th of June 2022 (Annexure 7)** as a follow up action to assess the corrective measures for the suggestions made during 1st Academic Audit. The same checklist was used and prompted well in advance to the respective Faculty deans and HoDs to go through the previous report to meet the non-compliances identified during the first Audit (Annexure 8).
- **The review of 2nd Academic Audit report was discussed on 25th June 2022(Annexure 9).** The Auditors presented the observations made and they were of the opinion that comparatively there is a lot of improvement in documentation and filing but still there were some gaps where the centralised data like Budget allocation, infrastructure details, etc. need to be made available at Faculty level.
- **The third Academic Audit was conducted on 13th Sept.2022 (Annexure 10)** to minimize the non-compliances identified during 2nd Academic Audit process (Annexure 11). Comparatively there was a lot of improvement in documentation but related to centralised data like approved budget allocation documents, infrastructure details etc. need to be addressed at management level, however in a NAAC review meeting held on 19th Oct 2022 by Prof.Razdan, Principal Advisor, QAEC, GEF (M), the 3rd Academic Audit report was discussed where it was assured that, for centralised data GEF (M) will procure the required documents (Annexure 12).


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Heads of various administrative units have attended the meeting and the Vice Chancellor has addressed the importance of Accreditations for a growing University and the role of National and international acclamations, assessments, rankings to make an University a holistic existence entity.

- **The Second Administrative Audit** was conducted on 14th Sept.2022 as scheduled (**Annexure 7&8**).
- **The review of 2nd Administrative Audit report** was done with the Vice Chancellor on 19th Oct.2022 and the observations made department wise were discussed briefly (**Annexure 9**).

Part B – List of Annexures

- Annexure 1&2 – List of Internal Auditors and 1st Administrative Audit Schedule duly signed by VC
- Annexure 3 & 4 - 1st Administrative Audit Checklist – department wise and 1st Administrative Audit reports- scanned copies duly signed by Auditors/HoD/Director / VC
- Annexure 5 – MoM of 1st Administrative Audit Review meeting
- Annexure 6 – Report of awareness programme by VC – 20th May 2022
- Annexure 7 – 2nd Administrative Audit Schedule
- Annexure 8 –2nd Administrative Audit reports- scanned copies duly signed by Auditors/HoD/Director / VC
- Annexure 9 – MoM of 2nd AAA Review meeting



Member Secretary

IQAC


28/10/22



Hon'ble Vice Chancellor



Chief, Quality Control (Academics)
Directorate of QEPET
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List of Departments undergone Administrative Audit

1. Office of Registrar
2. Controller of Examination
3. Research Division
4. Directorate of Student Affairs
5. Accounts and Finance
6. Information and Communication Technology (ICT)
7. Admissions
8. Human Resource
9. Purchase and Stores
10. Internal Quality Assurance Cell (IQAC)
11. Directorate of Training and Life Long Learning (DTLL)
12. Directorate of Transferable Skills and Leadership Development (DTSLD)

(Annexure 3 – Department wise Checklist as applicable)

Consolidated Report of Internal Administrative Audit 2021-22

- **The First Administrative Audit was conducted on 10th and 11th May 2022 (Annexure 4)** for major twelve departments at RUAS Gnanagangothri Campus. Reports are department specific and Audit was done on the checklist provided by each department HoD based on its activities.
- **The review of 1st Administrative Audit report was done with the Vice Chancellor on 17th May 2022 (Annexure 5).** The auditors presented the observations made department wise.
- The Vice Chancellor discussed each department observations and reflected on the proper procedure of documentation and updation of the same every year.
- **The Vice Chancellor has suggested to schedule a meeting on 20th May 2022** to address the importance of the process flow, SOPs and documentation to streamline the processes, effective documentation procedures to substantiate the evidence sought during Audit process. Respective Deans of Faculty, Directors, HoDs and Functional Heads of various administrative units are recommended to attend the meeting.
- **An awareness programme on importance of process flows, SoPs and Documentation** with regard to statutory bodies, regulatory bodies and Accreditations/Ratings / Rankings **was organized by IQAC on 20th May 2022 (Annexure 6).** Respective Deans of Faculty, Directors, HoDs and Functional

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PART B

CONSOLIDATED REPORT OF INTERNAL ADMINISTRATIVE AUDIT - 2021-22

Two Administrative Audits were conducted in the months of May and September/October-2022 respectively. The detailed report is as under:

The details of the Administrative Audits carried over during 2021-22

Sl.No	Date of Audit	Review of Audited Report by VC with Audit Team and Dean's / Directors
1	10 th and 11 th May 2022 (Annexure – 1&2)	17 th May 2022
2	14th Sept.2022 (Annexure – 7)	20 th Oct.2022

List of Internal Auditors identified by Office of Vice Chancellor

Sl.No	Name of Internal Auditors	Designation
1	Dr.Sreenivasa murthy	Dean, FDS
2	Dr.Madhavan V	Professor, FPH
3	Prof.Abby Mathew	Dean, FHMCT
4	Dr. T.N.Srikantha Dath	Associate Dean, DoA
5	Dr.Silju Mathew	Dean, FDS
6	Ms.Vijayalakshmi T	Head, QAC
7	Ms. Geetha B.E.	Head, QAC


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Part A – List of Annexures

- Annexure 1&2 – List of Internal Auditors and 1st Academic Audit Schedule duly signed by VC
- Annexure 3 – 1st AAA Checklist
- Annexure 4 - 1st AAA reports- scanned copies duly signed by Auditors/Dean / VC
- Annexure 5 – MoM of 1st AAA Review meeting
- Annexure 6 – Report of awareness programme by VC – 20th May 2022
- Annexure 7 – 2nd Academic Audit Schedule
- Annexure 8 – 2nd AAA reports- scanned copies duly signed by Auditors/Dean / VC
- Annexure 9 – MoM of 2nd AAA Review meeting
- Annexure 10 – 3rd Academic Audit Schedule
- Annexure 11 – 3rd AAA reports- scanned copies duly signed by Auditors/Dean / VC
- Annexure 12 – MoM of 3rd AAA Review meeting

Summary:

- The Vice Chancellor has reflected on the role of Deans, being relatively senior people in the Faculty, must be able to bring their thought process to best utilize the man power resources and set for broader outcomes than the Accreditation bodies set for an institution. He insisted all Deans and HoDs for review of Internal AAA reports for non-compliances and to fill the gaps identified by the Audit team at the earliest.
- The Vice Chancellor has also reflected on the role of HoDs in a department in strengthening its Faculty members and proper documentation (notices, circulars, reports) of the departmental activities.


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Internal
Academic
Audit

(Annexures)

1st Academic and Administrative Audit Inspection

Dear Sir/Madam,

This is for your kind information that the Academic and Administrative Audit is scheduled on 5th and 6th April 2022. The schedule is as shown below

Date	Time	Faculty	Dean	Host	
5 th April 2022					
Gnana Gangothri Campus	10 am Onwards	FHMCT	Prof.Abby Mathew	Mr. Shyam Pr Mr. Rajesh. S Ms. Shashi Binani Ms. Ankita Sharma Dr. Sweety Jamgade	Dr.Sreenivas Murthy and Ms. Geetha B.E.
	1.30 pm Onwards	FDS	Dr. Sreenivasa murthy	Dr. Swaroop Hegde Dr. Nagaraju Rakesh Dr. Ranganath K Dr. Sowmya SV Dr. Prashantha G S Dr. Dhananjaya G Dr. Kranti. K Dr. Ravishankar K Dr. Pushpanjali K	Prof.Abby Mathew Dr. T.N.Srikantha Dath and Ms. Geetha B.E.
Ramaiah Technology Campus	10 am Onwards	FAD	Dr. Govind R Kadambi	Dr. Mamatha G. Hegde Mr. H. S. Lohit	Dr. Madhavan. V and Ms.Vijayalakshmi
	1.30 pm Onwards	FMPS	Dr. Govind R Kadambi	Dr. T Niranjana Prabhu Dr. Premakumar H B Dr. S Chandan Kumar	
6 th April 2022					
Gnana Gangothri Campus	10-00 to 12 pm	FMC	Dr. Anindya Sen	Dr. Sharath Kumar K.M	Dr.Sreenivas Murthy Dr. T.N.Srikantha Dath and Ms. Geetha B.E.
	12 pm to 1-30 pm	FLAHS	Dr.Krishnamurthy Jayanna	Dr. Rohini Keshava Dr.Nanje Gowda N A Dr.Tushar Shaw	
	2.30 pm Onwards	FPH	Dr. Bharath S	Dr. Harish Kumar D R Dr. Ashoka Babu V L Dr. Basavaraj B V Dr. Anbu J	
Ramaiah Technology Campus	10 am Onwards	FET	Dr. Govind R Kadambi	Dr. A. T Sriram Dr. Nayana N. Patil Dr. Pushphavathi T P Dr. Malathi S Dr. Mahendra Babu N C	Dr.Madhavan. V Prof.Abby Mathew and Ms. Vijayalakshmi T
	1.30 pm Onwards				

Parameshwar. S
Member Secretary, IQAC


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Vice Chancellor
M.S. Ramaiah University of Applied Sciences
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29/3/2022
Prof. K. K. Raina
Vice Chancellor

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Auditor's Summary Schedule

Sl.No	Audit Member	5 th April 2022		6 th April 2022	
		10.30 am – 1 pm	2 pm – 4pm	10.30 am – 1 pm	2 pm – 4pm
1	Dr. Madhavan	FAD	FMPS	FET	FET
2	Dr.Sreenivas Murthy	FHMCT	----	FMC & FLAHS	FPH
3	Prof.Abby Mathew	----	FDS	FET	FET
4	Dr. T.N.Srikantha Dath	FHMCT	FDS	FMC & FLAHS	FPH
5	Ms. Vijayalakshmi T	FAD	FMPS	FET	FET
6	Ms. Geetha B.E.	FHMCT	FDS	FMC & FLAHS	FPH


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ACADEMIC AUDIT REPORT (April 2022)

Ref: RUAS/IQAC/AA-042022

Name of the Faculty :
Name of the Department:

Faculty of Hospitality Management and Catering Technology (FHMCT)
Bachelor of Hotel Management (BHM)

FHMCT

Observations from Auditor's Team

1	BoS Composition and MoM	<ul style="list-style-type: none"> • BoS members and MoM files cited in soft copy. • Approved copy of BoS members not cited. It is necessary to have a hard copy of the needed • MoM containing revision of syllabus not cited • Approved copies to be made available by university authorities to all the faculty.
2	Programmes Offered with Sanctioned Intake	<ul style="list-style-type: none"> • Faculty to maintain a common file containing student details year and semester wise for every batch, duly signed by resp
3	Present student strength-Sem /Year-wise	<ul style="list-style-type: none"> • Control copies not cited with Dean or at the Department levels • Soft copies being maintained course wise. There is a likelihood of mixup while referring to relevant regulation and syllabus
4	Year-wise Academic Documents-AR, PS, CS	<ul style="list-style-type: none"> • As per the information shared during the audit, change of curriculum has taken place in 2019. Relevant BOS not sighted.
5	Revision of Programmes and Courses with approval details	<ul style="list-style-type: none"> • Copies of time table sighted
6	Time Table	<ul style="list-style-type: none"> • Notices and circulars shared in soft copies through mails • Department meeting minutes need to be prepared as and when the meetings do happen • A methodology to be evolved to ensure that all faculty and staff have seen the important circulars and notices
7	Notices/Circulars	<ul style="list-style-type: none"> • Document maintained
8	Course Allocation (Teaching-load)	<ul style="list-style-type: none"> • All course files maintained as soft copies in the portal
9	Course Files(with all relevant contents) maintained by course leaders	<ul style="list-style-type: none"> • Discussions regarding result analysis and reasons for higher failure to be recorded in the department meeting and other forums
10	Examination Result Reports-Batch-wise-Pass Percentages	<ul style="list-style-type: none"> • Available and maintained well. Examination section has all the documentation but can be better organised
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	<ul style="list-style-type: none"> • Action taken on points raised by the students need to be recorded as evidence
12	Mentor-Allocation and Minutes	

Approved 3
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04/05/2022

13	Feedback Reports	<ul style="list-style-type: none"> The Dean interacts with the individual faculty based on individual's student feedback. However, a record of the interaction may be maintained
14	Research and innovation related activities (Publications/Patent/...)	<ul style="list-style-type: none"> Proposals submitted to various funding agencies may be kept for reference Details of publications available
15	MoU details (National and International)	<ul style="list-style-type: none"> Content of the files can be relooked into and only relevant material may be filed
16	Faculty profiles	<ul style="list-style-type: none"> Maintained well
17	FDP Conducted	
18	Achievements (Students and Faculties)	<ul style="list-style-type: none"> File sighted. Can be maintained yearwise
19	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	Prepared as part of strategic plan
20	Value Added Courses	Conducted and details well maintained
21	Budget and Purchase file	Budget submitted. Approval of budget by authorities and its headwise utilisation need to be maintained

Other Observations and Recommendations

Students seat allotment documents with proper authorisation should be uniformly maintained across all Faculty.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Sreenivasa Murthy	 9/4/12
2	Dr. T.N.Srikantha Dath	 9/4/12
3	Ms. Geetha B E	 18/4/12

Signature of the Dean

Faculty of Hospitality Management &
Catering Technology
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Signature of the Vice-Chancellor

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ACADEMIC AUDIT REPORT (April 2022)

Ref: RUAS/IQAC/AA-042022

Name of the Faculty :

Name of the Department:

Faculty of Life and Allied Health Sciences

Allied Health Sciences -

B.Sc (Hons) - DTT/OTT/OPT/MRIT/CCT,

M.Sc - MCB, MPH and MHA

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Date: 6.4.2022

Registrar

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AHS


Observations from Auditor's Team (Dr.Sreenivasa Murthy)

1	BOS Composition and MoM	• BOS members' formation document sighted. Approved copy need to be maintained.
2	Programmes Offered with Sanctioned Intake	• Approved sanctioned intake document to be maintained
3	Present student strength-Sem /Year-wise	• Student list available. Need approved copies from relevant authorities.
4	Year-wise Academic Documents-AR, PS, CS	• Available in the faculty in hard copy form. Control copy to be maintained with proper approval by authorities
5	Revision of Programmes and Courses with approval details	• Revision in assessment criteria noted in documents. Approved copy need to be maintained
6	Time Table	• Details sighted.
7	Notices/Circulars	• File available with details
8	Course Allocation (Teaching-Load)	• Documents sighted
9	Course Files(with all relevant contents) maintained by course leaders	• Presently maintained in ERP.
10	Examination Result Reports-Batch-wise-Pass Percentages	• Remedial action taken report needed.
11	Academic Infrastructure (labs/Facilities/Workshops/Studios)	• Additional class rooms and laboratories requested

12	Mentor-Allocation and Minutes	• ATR to be documented
13	Feedback Reports	• Feedback from 2018 taken and HoD has interacted with individual faculty.
14	Research and Innovation related activities (Publications/Patent/...)	• Publications have improved over the years and Grants also received • Faculty-Publication Ratio to be maintained
15	MoU details (National and International)	• Details of MOU and ATR sighted
16	Faculty profiles	• Details sighted.
17	FDP Conducted	• Details sighted.
18	Achievements (Students and Faculties)	• Maintained well at the department level
19	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	• Prepared as part of Strategic plan
20	Value Added Courses	• Conducted and details well maintained
21	Budget and Purchase file	• Budget submitted, Approved and its utilization under various heads to be maintained

Other Observations and Recommendations


Students seat allotment documents with proper authorisation should be uniformly maintained across all Faculty.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr.Sreenivasa Murthy B V	 9/10/22
2	Dr.Srikantha Dath	
3	Ms.Geetha B E	 18/10/22

Signature of the Dean

DEAN

Faculty of Life & Allied Health Sciences
M.S. Ramaiah University Of Applied Sciences
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Signature of the Vice Chancellor

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ACADEMIC AUDIT REPORT (April 2022)

Ref: RUAS/IOAC/AA-042022

Name of the Faculty :

Faculty of Life and Allied Health Sciences

Name of the Department:

B.Sc (Hons) - FT/BT, M.Sc - FT/BT

Date: 6.4.2022

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Life Sciences (Dr. Srikantha Dath)

Observations from Auditor's Team

1	BoS Composition and MoM	• BOS members' formation document sighted. Approved copy need to be maintained
2	Programmes Offered with Sanctioned Intake	• Academic Council minutes sighted (14.06.2018). Approved sanctioned intake document to be maintained.
3	Present student strength-Sem /Year wise	• Student list available. Need approved copies from relevant authorities.
4	Year-wise Academic Documents-AR, PS, CS	• Available in the faculty in hard copy form. Control copy to be maintained with proper approval by authorities
5	Revision of Programmes and Courses with approval details	• Revision in assessment criteria noted in documents. Approved copy need to be maintained
6	Time Table	• Details sighted.
7	Notices/Circulars	• File available with details
8	Course Allocation (Teaching-Load)	• Documents sighted
9	Course Files(with all relevant contents) maintained by course leaders	• Presently maintained in ERP. Extract from ERP maintained as hard copy
10	Examination Result Reports-Batch-wise-Pass Percentages	• Remedial action taken report needed. Noted higher midterm exam failure but SEE results have improved considerably (Ex: 3rd Sem MSc - MCB MB-II)
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	• Additional class rooms and laboratories requested
12	Mentor-Allocation and Minutes	• Details-available - Each faculty allotted 20 students from the same class or from different batches

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13	Feedback Reports	<ul style="list-style-type: none"> • Feedback from 2018 taken and HoD has interacted with individual faculty.
14	Research and Innovation related activities (Publications/Patent/...)	<ul style="list-style-type: none"> • Publications have improved over the years
15	MoU details (National and International)	<ul style="list-style-type: none"> • Details of MOU and ATR sighted
16	Faculty profiles	<ul style="list-style-type: none"> • Details sighted.
17	FDP Conducted	<ul style="list-style-type: none"> • Details sighted.
18	Achievements (Students and Faculties)	<ul style="list-style-type: none"> • Maintained well at the department level
19	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	<ul style="list-style-type: none"> • Prepared as part of Strategic plan
20	Value Added Courses	<ul style="list-style-type: none"> • Conducted and details well maintained
21	Budget and Purchase file	<ul style="list-style-type: none"> • Budget submitted, Approved and its utilization under various heads to be maintained

Other Observations and Recommendations

Students seat allotment documents with proper authorisation should be uniformly maintained across all Faculty.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr.Sreenivasa Murthy B V	<i>Dr. Sreenivasa Murthy B V</i>
2	Dr.Srikantha Dath	<i>Dr. Srikantha Dath</i>
3	Ms.Geetha B E	<i>Ms. Geetha B E</i>

Signature of the Dean

[Signature]
14/12/22
DEAN

Faculty of Life & Allied Health Sciences
M.S.Ramaiah University Of Applied Sciences
Bangalore-560054

Chief, Quality Control (Academics)
Directorate of QEPET
M.S.Ramaiah University of Applied Sciences
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Signature of the Vice-Chancellor

[Signature]
M.S. Ramaiah University of Applied Sciences
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ACADEMIC AUDIT REPORT (April 2022)

Ref: RUAS/IQAC/AA-042022

Name of the Faculty :

Name of the Department:

Faculty of Management and Commerce

1. Management

2. Commerce

(B.Com, BBA, M.Com and MBA)

Date: 6.4.2

Registrar

M.S. Ramaiah University of Applied Sciences
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FMC

Observations from Auditor's Team

1	BoS Composition and MoM	<ul style="list-style-type: none"> • BOS members' formation document sighted. Approved copy need to be maintained. • Approved copy of BOS members not sighted. It is necessary to have a hard copy of the needed • 2021-22 BOS members copy appears to be still in proposed state. Not yet approved
2	Programmes Offered with Sanctioned Intake	<ul style="list-style-type: none"> • AICTE document sighted for 2021 batch. University copy with approval to be maintained in the faculty.
3	Present student strength-Sem /Year-wise	<ul style="list-style-type: none"> • Student list available. Need approved copies from relevant authorities. Will be available in portal.
4	Year-wise Academic Documents-AR, PS, CS	<ul style="list-style-type: none"> • Available in the faculty in the form of loose sheets. Approved control copies of all programme to be maintained in the faculty
5	Revision of Programmes and Courses with approval details	<ul style="list-style-type: none"> • BOS and AC extracts Sighted. Need to maintain approved copies
6	Time Table	<ul style="list-style-type: none"> • Details sighted. Work allotment and workload discussed in meeting and finalized. Copies to be maintained in file with signature
7	Notices/Circulars	<ul style="list-style-type: none"> • Notices and circulars shared in soft copies through mails and hard copies of few circulars available in file. • A methodology to be evolved to ensure that all faculty and staff have seen the important circulars and notices
8	Course Allocation (Teaching-Load)	<ul style="list-style-type: none"> • Documents sighted
9	Course Files(with all relevant contents) maintained by course leaders	<ul style="list-style-type: none"> • Presently maintained in ERP. Extract from ERP maintained as hard copy. To be updated.
10	Examination Result Reports-Batch-wise-Pass Percentages	<ul style="list-style-type: none"> • Remedial action for slow learners sighted. No. of failures in each course of a programme to be maintained and reviewed.

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Directorate of QEPET
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Bangalore - 560 054

11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	<ul style="list-style-type: none"> Went through all the facilities. Computer facility available is only 30 Nos. Laboratories are being conducted with student laptops. Faculty strength for the number of programmes being offered and the available strength appears to be low. Considering all programmes it is 1:43.
12	Mentor-Allocation and Minutes	<ul style="list-style-type: none"> Each mentor has to maintain a separate file
13	Feedback Reports	<ul style="list-style-type: none"> Advance and slow learners list and action taken details available in file
14	Research and Innovation related activities (Publications/Patent/...)	<ul style="list-style-type: none"> Research proposals, sanctioned proposals, patents are all captured and filed Discussed in department meetings
15	MoU details (National and International)	<ul style="list-style-type: none"> Details sighted. Action taken available in soft copy
16	Faculty profiles	<ul style="list-style-type: none"> Details sighted. Maintained in ERP. Faculty have extracts in hard copy
17	FDP Conducted	<ul style="list-style-type: none"> Details sighted.
18	Achievements (Students and Faculties)	<ul style="list-style-type: none"> Maintained well at the department level
19	SWOC(Strengths-Weakness-Opportunities- Challenges) Analysis	<ul style="list-style-type: none"> Prepared as part of Strategic plan
20	Value Added Courses	<ul style="list-style-type: none"> Conducted and details well maintained
21	Budget and Purchase file	<ul style="list-style-type: none"> Budget submitted, Approved and its utilization under various heads to be maintained

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Other Observations and Recommendations

Students seat allotment documents with proper authorisation should be uniformly maintained across all Faculty.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr.Sreenivasa Murthy B V	<i>[Signature]</i> 9/6/22
2	Dr.Srikantha Dath	<i>[Signature]</i> 9/6/22
3	Ms.Geetha B E	<i>[Signature]</i> 18/4/22

Signature of the Dean



Signature of the Vice-Chancellor
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054.

Quality Centre (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

ACADEMIC AUDIT REPORT (April 2022)

Ref: RUAS/IOAC/AA-042022

Name of the Faculty :

Name of the Department:

Faculty of Pharmacy

All Five Departments (B.Pharm, M.Pharm and Pharm. D)

Date: 6.4.2022

Registrar

Chief, Quality Control (Academics)
Directorate of QPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Observations from Auditor's Team

FPH

1	BoS Composition and Mom	Documents with authorised signature need to be maintained
2	Programmes Offered with Sanctioned Intake	• It is present
3	Present student strength-Sem /Year-wise	• It is present, Authorised signature not there
4	Year-wise Academic Documents-AR, PS, CS	• It is cited
5	Revision of Programmes and Courses with approval details	• It is present
6	Time Table	• It is present, no documentation of process of Expression of Interest
7	Notices/Circulars	• It is present
8	Course Allocation (Teaching-Load)	• It is sighted
9	Course Files(with all relevant contents) maintained by course leaders	• It is present as soft copy
10	Examination Result Reports-Batch-wise-Pass Percentages	• Failure in each course in a semester to be compiled and discussed.

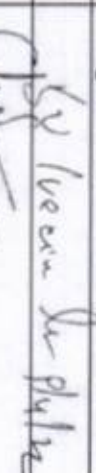
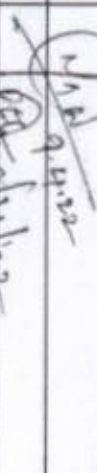
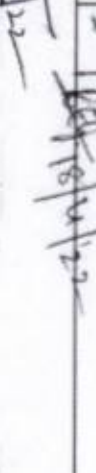
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	<ul style="list-style-type: none"> Facilities being added to support higher intake requirements Manpower also being planned and interviews scheduled
12	Mentor-Allocation and Minutes	<ul style="list-style-type: none"> Meeting minutes seen. ATR and points raised by students to be properly linked to close the feedback
13	Feedback Reports	<ul style="list-style-type: none"> Feedback on faculty discussed with individually by HOD and Dean
14	Research and Innovation related activities (Publications/Patent/...)	<ul style="list-style-type: none"> Research proposals, sanctioned proposals, patents, grants are all captured and filed Publications are improving
15	MoU details (National and International)	<ul style="list-style-type: none"> Details sighted. Action taken and outcomes noted
16	Faculty profiles	<ul style="list-style-type: none"> Details sighted. Maintained in ERP.
17	FDP Conducted	<ul style="list-style-type: none"> Details sighted.
18	Achievements (Students and Faculties)	<ul style="list-style-type: none"> Details of student and faculty achievements and their participation list noted
19	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	<ul style="list-style-type: none"> Prepared as part of Strategic plan. Threat aspects can be recorded
20	Value Added Courses	<ul style="list-style-type: none"> Details maintained in portal
21	Budget and Purchase file	<ul style="list-style-type: none"> Budget file and stock registers maintained. Approved budget needed in the faculty. Utilization under various heads to be maintained

Registrar

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Other Observations and Recommendations

Students seat allotment documents with proper authorisation should be uniformly maintained across all Faculty.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Sreenivasa Murthy B V	 25/4/22
2	Dr. Srikantha Dath	 25/4/22
3	Ms. Geetha B E	 25/4/22

Chief Quality Control (Academics)

Directorate of QEPET

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Dean

Faculty of Pharmacy

M.S. Ramaiah University of Applied Sciences

Rannalova - 2A

Signature of the Vice Chancellor

M.S. Ramaiah University of Applied Sciences

Bangalore - 560 054.

ACADEMIC AUDIT REPORT (April 2022)

Ref: RUAS/IQAC/AA-042022

Name of the Faculty :

Name of the Department:

Faculty of Dental Sciences (FDS)

BDS and MDS (9 Depts)

FDS

Observations from Auditor's Team

1	BOS Composition and Mom	<ul style="list-style-type: none"> BOS members and MOM files cited in soft copy. Approved copy of BOS members not cited. It is necessary to have a hard copy of the needed 2021-22 BOS members copy appears to be still in proposed state. Not yet approved
2	Budget and Purchase file	<ul style="list-style-type: none"> Budget submitted, Approved and its utilization under various heads to be maintained
3	Programmes Offered with Sanctioned Intake	<ul style="list-style-type: none"> Approved copies from DCI sighted. University copy with approval to be maintained
4	Present student strength Sem /Year-wise	<ul style="list-style-type: none"> Details available in the department
5	Year-wise Academic Documents-AR, PS, CS	<ul style="list-style-type: none"> Available in the faculty. Approved copy of latest revision needed.
6	Revision of Programmes and Courses with approval details	<ul style="list-style-type: none"> Sighted. Discussed in BOS on 17.07.2017. Related AC 17th AC minutes sighted.
7	Time Table	<ul style="list-style-type: none"> Copies of time table with signature sighted. A comprehensive document to capture total workload of all faculty (Theory and Laboratory) needed to have better control
8	Notices/Circulars	<ul style="list-style-type: none"> Notices and circulars shared in soft copies through mails AO and E&A documents Department meeting minutes need to be prepared as and when the meetings do happen A methodology to be evolved to ensure that all faculty and staff have seen the important circulars and notices
9	Course Allocation (Teaching Load)	<ul style="list-style-type: none"> Comprehensive document to be prepared
10	Course Files (with all relevant contents) maintained by course leaders	<ul style="list-style-type: none"> Maintained by faculty as a hard copy. Signed copies of relevant documents need to be maintained CO-PO mapping need to be relooked into (Ex: BDSDEM108)
11	Examination Result Reports- Batch wise Pass Percentages	<ul style="list-style-type: none"> Moderation and second valuation being continued. Proper distribution of marks and comparison of performance in other courses of the semester to be maintained

Handwritten signature

Registrar of Applied Sciences
M.S. Ramaiah University
Bangalore - 560 054
Date: 04.04.2022

Chief Quality Control (Academics)
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

12	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	<ul style="list-style-type: none"> Went through all the facilities. Most places need painting. Radiology laboratory needs better upkeep. Racks are rusted and area around wash basin needs improvement.
13	Mentor-Allocation and Minutes	<ul style="list-style-type: none"> MOM prepared, student feedback captured and action taken sighted. Ex- MOM dated 13.07.2021 SSCM not conducted at faculty level after open house was started. Is more effective if conducted at the faculty/department level Open house meeting minutes not shared with faculty or are not filed in relevant files The Dean interacts with the individual faculty based on individual's student feedback. However, a record of the interaction may be maintained
14	Feedback Reports	<ul style="list-style-type: none"> Research proposals, sanctioned proposals, patents are all captured and filed
15	Research and Innovation related activities (Publications/Patent/...)	<ul style="list-style-type: none"> Details sighted
16	MoU details (National and International)	<ul style="list-style-type: none"> Maintained well at the department level
17	Faculty profiles	<ul style="list-style-type: none"> Maintained well at the department level
18	FDP Conducted	<ul style="list-style-type: none"> Maintained well at the department level
19	Achievements (Students and Faculties)	<ul style="list-style-type: none"> Maintained well at the department level
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	<ul style="list-style-type: none"> Prepared as part of Strategic plan
21	Value Added Courses	<ul style="list-style-type: none"> Conducted and details well maintained

Other Observations and Recommendations

Students seat allotment documents with proper authorisation should be uniformly maintained across all Faculty.

	Name of the Auditors	Signature of the Auditors with Date
1	Prof. Abby Mathew	
2	Dr. T.N.Srikantha Dath	
3	Ms. Geetha B E	

Signature of the Dean
Faculty of Dental Sciences
M.S. Ramaiah University of Applied Sciences
Bangalore - 54.

Chief, Quality Control (Academics)
 Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice-Chancellor
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054.

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

ACADEMIC AUDIT REPORT

Ref.: RUAS/IQAC/AA -042022

Venue and Date: Ramaiah Technology Centre on 05/04/2022

Name of the Faculty: Faculty of Arts and Design

Name of the Department:

- Industrial Design
- Fashion Design

Observations made by Audit Team:

1	BoS Composition and MoM	BoS conducted during modifications in academics. Approved BoS constitution letter and leave of absence to be made available. MOM to be duly signed.
2	Programmes Offered with Sanctioned Intake	Approved sanctioned intake letter to be available
3	Present student strength-Sem /Year-wise	Verified
4	Year-wise Academic Documents-AR, PS, CS	Copies with due signature of issuing authority to be made available
5	Revision of Programmes and Courses with approval details	Minutes of Academic Council meeting to be attached
6	Time Table	Committee details and MoM to be attached
7	Notices/Circulars	To be segregated under the headers, HOD, Dean and University
8	Course Allocation (Teaching-Load)	Course Allocation proceedings to be recorded and filed
9	Course Files(with all relevant contents) maintained by course leaders	UG and PG records to be maintained separately. Corrections and rewriting on the same sheet to be avoided
10	Examination Result Reports-Batch-wise-Pass Percentages	Semester details missing.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Log book for each instrument along with calibration records where appropriate to be maintained

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Date: 05/04/2022

12	Mentor-Allocation and Minutes	minutes to be records
13	Feedback Reports	Available department wise from 2020-21
14	Research and Innovation related activities (Publications/Patent/...)	List available. Attested supporting documents to be attached
15	MoU details (National and International)	Partially available
16	Faculty profiles	Attested supporting documents to be attached
17	FDP Conducted	Committee details, Schedule, minutes and duly signed attendance sheet to be attached
18	Achievements (Students and Faculties)	Faculty level certificates may be issued where appropriate
19	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	Proper methodology to be adopted

Other Observations and Recommendations:

- Suggested to maintain attested records
- Maintenance of academic documents whether at university office or faculty dean's office to be defined
- Also there is a confusion regarding signing authority as there is no official communication regarding removal of faculty level deans at RTC, there is a belief that Prof. Govind R Kadambi is Dean for FET alone

Prepared by:

Ms. Vijayalakshmi
Head – QAC, Peenya

Prof. Madhavan

Prof. Argy Narayan

Vice Chancellor
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054.

Registrar

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

ACADEMIC AUDIT REPORT

Ref.: RUAS/IQAC/AA -042022

Venue and Date: Ramaiah Technology Centre on 07/04/2022

Name of the Faculty: Faculty of Mathematics and Physical Science

Name of the Department:

- Chemistry
- Mathematics and Statistics
- Physics

Audit Team:

Dr. V. Madhavan – Prof. Research
Ms. Vijayalakshmi – Head – QAC, Peenya campus

Observations made by Audit Team:

1	BOS Composition and MoM	BOS conducted during modifications in academics. Approved BOS constitution letter and leave of absence to be made available. MoM to be duly signed. Only samples were provided
2	Programmes Offered with Sanctioned Intake	Approved sanctioned intake letter to be made available
3	Present student strength-Sem /Year-wise	Hard copies not available
4	Year-wise Academic Documents-AR, PS, CS	Copies with due signature of issuing authority to be made available
5	Revision of Programmes and Courses with approval details	Minutes of Academic Council meeting to be attached
6	Time Table	Committee details and MoM to be attached
7	Notices/Circulars	To be segregated under the headers, HOD, Dean and University
8	Course Allocation (Teaching-Load)	Committee details and MoM duly signed to be attached along with course allocation details. Only samples were provided

Chief, Quality Control (Academics)
Directorate of QEPET

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Registrar

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Date: 18/04/2022

9	Course Files(with all relevant contents) maintained by course leaders	UG and PG records to be maintained separately. Corrections and rewriting on the same sheet to be avoided Only samples were provided
10	Examination Result Reports-Batch-wise-Pass Percentages	Hard copies not available
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Suggested to maintain files for details of instruments
12	Mentor-Allocation and Minutes	Minutes to be records
13	Feedback Reports	Available department wise from 2020-21
14	Research and Innovation related activities (Publications/Patent/...)	List available. Attested supporting documents to be attached
15	Mou details (National and International)	Not available
16	Faculty profiles	Attested supporting documents to be attached
17	FDP Conducted	Committee details, Schedule, minutes and duly signed attendance sheet to be attached. Available from 2018 in Physics department, to be recorded along with above mentioned details
18	Achievements (Students and Faculties)	Partially available, complete details need be attached and nothing specific in Mathematics & statistics department
19	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	To be revised for Physics department, available for Chemistry department and soft copy available for Mathematics and statistics department

Other Observations and Recommendations:

- Suggested to maintain attested records
- Staff not clear regarding the maintenance of academic documents whether at university office or faculty dean's office
- Also there is a confusion regarding signing authority as there is no official communication regarding removal of faculty level deans at RTC, there is a belief that Prof. Govind R Kadambi is Dean for FET alone

Prepared by:

Ms. Vijayalakshmi
Head – QAC, Peenya

Prof. V. MADHANAN

Prof. ARBY MANFAN

Chief Officer Academic
Director Jt. of QACET
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Vice
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054

ACADEMIC AUDIT REPORT

Ref.: RUAS/IQAC/AA -05042022

Venue and Date: Ramaiah Technology Centre on 06/04/2022 and 07/04/2022

Name of the Faculty: Faculty of Engineering and Technology

Name of the Departments:


- Automotive and Aeronautical Engineering
- Civil Engineering
- Computer Science Engineering
- Electrical Engineering
- Electronics and Communication Engineering
- Mechanical and Manufacturing Engineering

Audit Team:

Mr. V. Madhavan – Prof, Research
Mr. Abby Mathew – Prof. and Dean, FHMC
Ms. Vijayalakshmi – Head – QAC, Peenya campus

Observations made by Audit Team:

1	BoS Composition and MoM	BoS conducted during modifications in academics. Approved BoS constitution letter to be made available. Leave of absence to be made available MoM to be duly signed.
2	Programmes Offered with Sanctioned Intake	Approved sanctioned intake letter to be made available. AICTE sanctioned intake is available only for ECE department
3	Present student strength-Sem /Year-wise	To be created at EEE and MME departments. Other departments partially available and to be attested
4	Year-wise Academic Documents-AR, PS, CS	Copies with due signature of issuing authority from 2016 onwards to be made available at all the departments. Soft copies are available. In CE hardcopies are available but to be authenticated
5	Revision of Programmes and Courses with approval details	To be created. ECE dept. should attach BoS and AC minutes separately
6	Time Table	Committee details and MoM to be attached along with Timetables in all departments except for CSE and EEE


In-charge, Quality Control (Academics)
Directorate of QEPET
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Bangalore - 560 054
Date: 22/04/2022

7	Notices/Circulars	Hardcopies partially available at CSE dept. Rest all other departments have only soft copies
8	Course Allocation (Teaching-Load)	Files to be created by all the departments except for CSE
9	Course Files(with all relevant contents) maintained by course leaders	Files to be created by all the departments except for CSE. CSE need to include feedback and action take report in the course files
10	Examination Result Reports-Batch-wise-Pass Percentages	Available at Examination and Admissions centre, to be maintained at department level along with analysis report
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Log book for each instrument along with calibration records where appropriate to be maintained
12	Mentor-Allocation and Minutes	To be created by all the departments
13	Feedback Reports	To be created by all the departments
14	Research and Innovation related activities (Publications/Patent/...)	To be created by all the departments
15	MOU details (National and International)	To be created by all the departments
16	Faculty profiles	To be created by all the departments
17	FDP Conducted	To be created by all the departments
18	Achievements (Students and Faculties)	To be created by all the departments
19	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	To be created by all the departments except for CSE, ECE and EEE but need to be created by all the departments

Other Observations and Recommendations:

- Suggested to maintain attested records

Prepared by:

Ms. Vijayalakshmi

Head – QAC, Peenya

Prof. MADHAVAN
22/4/22

Prof. ARJUN
22/4/22

Vice-Chancellor
M. S. Ramaiah University of Applied Sciences
Bangalore - 560 054.

Registrar
M. S. Ramaiah University of Applied Sciences
Bangalore - 560 054

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Meeting Report

Date: 20th April 2022

Venue: S1 Discussion Hall

Time: 12.30 pm

Agenda: Review of 1st Internal Academic Audit Report by VC

Members Present:

1. Dr. Kuldeep K Raina, Vice Chancellor
2. Prof. M. Sai Baba, Registrar
3. Prof. Govind R Kadambi, PVC (Research)
4. Dr. B V Sreenivasa Murthy, Dean, FDS
5. Dr. T N Srikantha Dath, Associate Dean, AA
6. Mr. Parameshwar S, Chief, QAC
7. Ms. Geetha B E, Head, QAC
8. Ms. Vijayalakshmi, Head, QAC

Absent with prior information:

1. Dr. V. Madhavan, Research Professor, FPH
2. Prof. Abby Mathew, Dean, FHMCT

Proceedings: Mr. Parameshwar briefed up on Academic Audit process coordinated by IQAC and requested the Internal Auditors to reflect on the consolidated report presented.

Dr. Sreenivasa Murthy highlighted on the observations made in FMC and FPH during Academic Audit process on 5th and 6th of April 2022. He suggested on the improvements to be made in documentation at each stage, in maintenance of approved documents etc.

Dr. Sreekantha Dath also highlighted on the observations made in FHMCT, FDS and FLAHS during Academic Audit process on 5th and 6th of April 2022. He suggested on the improvements to be made in the documents like Budget allocation and its utilisation, BoS documents reflecting the revision of courses, maintenance of course files, maintenance of hard copies of all documents as majority of them were as soft copies etc.

The Vice Chancellor has presented the process of documentation at each stage of progress in a Faculty right from the formation of BoG, BoM, BoS, AC, DAPS, University Resolutions, Senate members etc.


Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
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Vice Chancellor insisted to develop standardised formats/ templates/ SOPs for documentation of different processes and development of policy documents at University level. He reflected on contents of course file, result analysis, to conduct SSCM at Faculty level, feedback from all stakeholders etc.

Vice Chancellor suggested to inform all Deans to work towards corrective actions to close the non-compliances mentioned in the report before conducting the 2nd internal Academic Audit. He also insisted to conduct Administrative departments Audit at the earliest.

Outcomes:

1. To conduct Administrative departments Audit at the earliest with the same Audit team members.
2. To conduct 2nd Academic Audit as a follow up action to assess the corrective measures for the suggestions made during 1st Academic Audit.

Attendance:

RAMAIAH UNIVERSITY OF APPLIED SCIENCES		Internal Quality Assurance Cell (IQAC)	
Attendance Sheet			
Date: 20.4.2022			
Venue: S1, Discussion Room			
Time: 12.30 pm			
Agenda: Review of Internal Academic Audit Report by VC			
Sl. No	Name	Designation	Signature
1	Dr. Kuldeep K Raina	Vice Chancellor	
2	Prof. Govind K Kadambi	PVC - Research	
3	Prof. M. Sai Baba	Registrar	
4	Dr. Sreenivasa Murthy	Dean, FDS	
5	Dr. Srikantha Datta	Associate Dean, AA	
6	Mr. Parameshwari	Chief, QAC	
7	Ms. Vijayalakshmi	Head, QAC, RTC	
8	Ms. Geetha B.E.	Head, QAC, HSG	
9			
10	Absent with prior information		
11	Dr. V. Madhavan	Research professor, FPH	
12	Prof. Abby Mathew	Dean, FHMC	

Page 1 of 2

Chief Quality Control (Academics)
Director of QAC
M.S. Ramalah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramalah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054



Internal Quality Assurance Cell (IQAC)

Meeting Report

Date: 20th May 2022

Venue: A 206, Board Room, RTC, Peenya

Time: 10.30 am

Agenda: Awareness of Relevance of process flows, SOPs and Documentation

Key features of the discussion:

1. Vice Chancellor addressed the importance of the process flow, SOPs and documentation in regard to Statutory bodies, Regulatory bodies and Accreditations/Ratings/Rankings
2. Prof. V. Madhavan, presented the importance of "Process Flows, SOPs and Documentation"
3. IQAC team presented QS I-GAUGE Audit Result Analysis and Institutional Scorecard

Invitation:

Process Flows, SOPs and Documentation Relevance

Key features of the discussion:

1. Vice Chancellor will address the importance of the process flow, SOPs and documentation in regard to Statutory bodies, Regulatory bodies and Accreditations/Ratings/Rankings
2. Prof. V. Madhavan, will present on the topic "Process Flows, SOPs and Documentation"
3. Presentation by IQAC team on QS I-GAUGE Audit Result Analysis and Institutional Scorecard

IQAC welcomes all members to the discussion

Date: 20th May 2022 (Friday), RTC

WWW.MSRUAS.AC.IN

Members Present:

Respective Deans of Faculty, Directors, HoDs of FET, FMPS, FAD and Functional Heads of various administrative units have attended the meeting (Meeting attendance sheet attached at the end of the document)

Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Proceedings

1. Sh. Parameshwar, Member Secretary IQAC, welcomed all participants and briefed on the key points of the meeting which is the outcome of the recently conducted internal Academic and Administrative Audit (AAA) at RUAS, where effort was made to streamline the processes, SOPs and documentation procedures at university level, Faculty level and Department level.
2. The Hon'ble Vice Chancellor has initiated the discussion and highlighted the importance of IQAC in any institution to make the system more vibrant and to fine tune the processes. He emphasized on the importance of conducting AAA frequently for the stabilization of the institution. At this juncture he insisted everyone to work towards quality parameters to provide good quality education.
3. The Vice Chancellor has remarked on the importance of Accreditations for a growing university and national and international acclamations, assessments, rankings play an important role to make an University a wholistic existence entity.
4. The Vice Chancellor has thanked the internal Audit Team members and summarized the observations of the Internal AAA and reflected on the improvements to be made to fill the gaps identified during the Audit process.
5. The Vice Chancellor has reflected on the role of HoDs in a department in strengthening its Faculty members and proper documentation of the departmental activities (notices, circulars, reports). He insisted on responsibility of HoDs for pass percentage and analysis on the fall in pass percentage and counselling of students for the same.
6. The Vice Chancellor has also reflected on the role of Deans, being relatively senior people in the Faculty, they must be able to bring their thought process to best utilize the man power resources and set for big outcomes than the Accreditation bodies set for an institution. He insisted all Deans and HoDs for review of Internal AAA reports for non-compliances and to fill the gaps identified by the Audit team at the earliest.
7. Dr. Madhavan as an introductory note he highlighted on the how strong academic background of an institution leads to academic excellence in creating successful and skilled students.
8. Dr. Madhavan has presented the list of recognized educational Accreditation and Ranking organisations and highlighted the importance of documentation and adherence to the SOPs in Accreditation processes. He has briefed up the parameters they concentrate on while assessing an institution.
9. He has reflected on process flow at Faculty level and Department level and presented the list of committees to be formed and insisted on proper documentation of each committee proceedings. He has displayed the sample SOP and logbook of a Faculty maintained in its one of Labs.
10. In the last session, Sh. Parameshwar has briefed on the recent submission of Data from IQAC for NIRF, NBA, AISHE, ARIIA, AIU, India Today Ranking etc. with the help of all stakeholders. He has insisted that in future University has to go for many more Accreditations and Rankings and the coordination of all stake holders is very much essential in this regard.
11. He has presented the QS I – GAUGE Audit ranking for RUAS as Gold and analysis of the institutional score card on core criteria, Research and Innovation and Overall summary.
12. The Vice Chancellor has discussed on each core criteria and reflected on hoe to strengthen them. He insisted to conduct bimonthly meetings at University level before going to next QS I – GAUGE rating so that University can enhance its capabilities to reach the next higher level of ranking.
13. Dr. Govind R Kadambi concluded the session with the remarks that proper introspection and involvement of all towards fulfilling the goal set will definitely leads to success in achieving excellence.

Session Outcomes:

All members present understood the importance of process flows, SOPS to be adhered and documentation to be maintained at each designated level.


Chief, Quality Control (Academics)
Directorate of QEPET

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054


Registrar

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Attendance Details:



**RAMAIAH
UNIVERSITY
OF APPLIED SCIENCES**

Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Date: 20.5.2022

Venue: A 206, RTC Campus

Time: 10.30 am

Agenda: Process flow, SOPs and Documentation: Relevance - Address by Vice Chancellor

Sl. No	Name	Designation	Signature
1	Dr. Kulkarni E. Rajni	Vice Chancellor	
2	Prof. Girish K. Kumbhar	PVC - Research	
3	Prof. Anandya Saha	PVC - Social Science	
4	Chandrasekar	Proctor - Acad.	
5	Dr. Suresh Kumar	Proctor - Acad.	
6	Dr. V. S. M. Reddy	Pro. Cell	
7	Prof. H. S. Reddy	COS	
8	Dr. Ramesh Chandra	Director - Student Affairs	
9	Mr. Ramesh R.	Assistant Professor - TMC	
10	Prof. B. D. Reddy	Pro. Cell - Col	
11	Goutham, N.	Pro. Manager, TMC	
12	Dr. Prasad Kumar	Pro. Manager	

Page 1 of 3

13	Dr. S. S. Reddy	Pro. Cell	
14	Dr. S. S. Reddy	Pro. Cell	
15	Dr. B. S. Reddy	Pro. Cell	
16	Dr. M. S. Reddy	Pro. Cell	
17	Dr. S. S. Reddy	Pro. Cell	
18	Dr. S. S. Reddy	Pro. Cell	
19	Dr. S. S. Reddy	Pro. Cell	
20	Dr. S. S. Reddy	Pro. Cell	
21	Dr. S. S. Reddy	Pro. Cell	
22	Dr. S. S. Reddy	Pro. Cell	
23	Dr. S. S. Reddy	Pro. Cell	
24	Dr. S. S. Reddy	Pro. Cell	
25	Dr. S. S. Reddy	Pro. Cell	
26	Dr. S. S. Reddy	Pro. Cell	
27	Dr. S. S. Reddy	Pro. Cell	
28	Dr. S. S. Reddy	Pro. Cell	
29	Dr. S. S. Reddy	Pro. Cell	
30	Dr. S. S. Reddy	Pro. Cell	
31	Dr. S. S. Reddy	Pro. Cell	

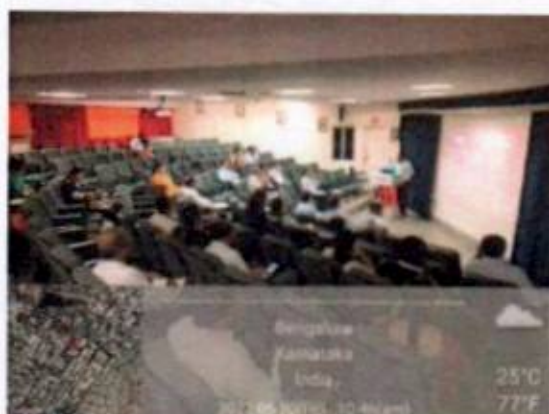
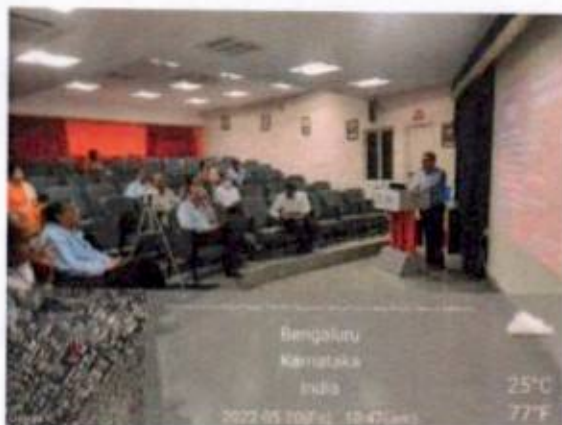
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32	Dr. A. T. Suresh	Pro. Cell	
33	Dr. S. S. Reddy	Pro. Cell	
34	Dr. S. S. Reddy	Pro. Cell	
35	Dr. S. S. Reddy	Pro. Cell	
36	Dr. S. S. Reddy	Pro. Cell	
37	Dr. S. S. Reddy	Pro. Cell	
38	Dr. S. S. Reddy	Pro. Cell	
39	Dr. S. S. Reddy	Pro. Cell	
40	Dr. S. S. Reddy	Pro. Cell	
41	Dr. S. S. Reddy	Pro. Cell	
42	Dr. S. S. Reddy	Pro. Cell	

Chief, Quality Control (Academics)
Directorate of QPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Session Photos:



Chief, Quality Control (Academics)
Directorate of QEPET
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd Internal Academic Audit Schedule

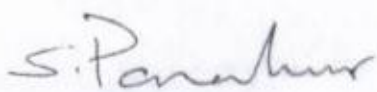
Dear Sir/Madam,

It is for your kind information that the 2nd Internal Academic Audit is scheduled on 6th, 7th and 8th June 2022. The schedule is as shown below.

Date	Time	Faculty	Dean	HoD	Audit team
6 th June 2022 - Monday					
Gnana Gangothri Campus	9.30 am to 12.30 pm	FHMCT	Prof.Abby Mathew	Mr. Shyam Prasad Mr. Rajesh. S Ms. Shashi Binani Ms. Ankita Sharma Dr. Sweety Jamgade	Dr. B.V. Sreenivasa Murthy Dr. T.N.Srikantha Dath and Ms. Geetha B.E.
	1.30 pm to 4.30 pm	FLAHS	Dr. Krishnamurthy Jayanna	Dr. Rohini Keshava Dr. Nanje Gowda N A Dr. Tushar Shaw	
7 th June 2022 - Tuesday					
Gnana Gangothri Campus	9.30 am to 12.30 pm	FDS	Dr. Sreenivasa Murthy	Dr. Swaroop Hegde Dr. Nagaraju Rakesh Dr. Ranganath K Dr. Sowmya SV Dr. Prashantha G S Dr. Dhananjaya G Dr. Kranti, K Dr. Ravishankar K Dr. Pushpanjali K	Prof.Abby Mathew Dr. T.N.Srikantha Dath and Ms. Geetha B.E.
	1.30 pm to 4.30 pm	FMC	Dr. Anindya Sen	Dr. Sharath Kumar K.M	Dr.Sreenivasa Murthy Dr. T.N.Srikantha Dath and Ms. Geetha B.E.
Ramaiah Technology Campus	9.30 am to 12.30 pm	FET	Dr. Dilip Kumar Mahanty	Dr. A. T Sriram Dr. Nayana N. Patil Dr. Pushphavathi T P Dr. Malathi S Dr. Mahendra Babu N C	Dr. Madhavan. V Prof. Abby Mathew (to join in second half) and Ms. Vijayalakshmi T
	1.30 pm to 4.30 pm				
8 th June 2022 - Wednesday					
Gnana Gangothri Campus	1.30 pm to 4.30 pm	FPH	Dr. Bharath S	Dr. Harish Kumar D R Dr. Ashoka Babu V L Dr. Basavaraj B V Dr. Anbu J	Dr. Sreenivas Murthy Dr. T.N.Srikantha Dath and Ms. Geetha B.E.
Ramaiah Technology Campus	9.30 am to 12.30 pm	FAD	Dr. Dilip Kumar Mahanty	Dr. Mamatha G. Hegde Mr. H. S. Lohit	Dr. Madhavan. V Prof.Abby Mathew and Ms. Vijayalakshmi T
	1.30 pm to 4.30 pm	FMPS		Dr. T Niranjana Prabhu Dr. Premakumar H B Dr. S Chandan Kumar	

Auditor's Summary Schedule

Sl. No	Audit Member	6 th June 2022		7 th June 2022		8 th June 2022	
		9.30 am to 12.30 pm	1.30 pm to 4.30 pm	9.30 am to 12.30 pm	1.30 pm to 4.30 pm	9.30 am to 12.30 pm	1.30 pm to 4.30 pm
1	Dr. Madhavan	---	----	FET	FET	FAD	FMPS
2	Dr. Sreenivas Murthy	FHMCT	FLAHS	----	FMC	---	FPH
3	Prof. Abby Mathew	----	----	FDS	FET	FAD	FMPS
4	Dr. T.N. Srikantha Dath	FHMCT	FLAHS	FDS	FMC	----	FPH
5	Ms. Vijayalakshmi T			FET	FET	FAD	FMPS
6	Ms. Geetha B.E.	FHMCT	FLAHS	FDS	FMC	----	FPH



Parameshwar. S
Member Secretary, IQAC

Chief, Quality Control (Academic)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054



Prof. K. K. Raina
Vice Chancellor

Vice Chancellor
M.S. Ramaiah University of Applied Sciences.
Bangalore - 560 054.

2nd Internal Academic Audit Schedule

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	1.30 pm to 4.30 pm	FMPS		Dr. T Niranjana Prabhu Dr. Premakumar H B Dr. S Chandan Kumar	

for 10th approval
from VC
signature

RUAS Academic and Administrative Audit (RAAA) Profile

Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

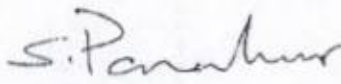
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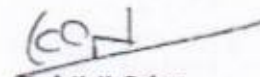
Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

8/6/2022


Auditor's Summary Schedule

Sl. No	Audit Member	6 th June 2022		7 th June 2022		8 th June 2022	
		9.30 am to 12.30 pm	1.30 pm to 4.30 pm	9.30 am to 12.30 pm	1.30 pm to 4.30 pm	9.30 am to 12.30 pm	1.30 pm to 4.30 pm
1	Dr. Madhavan	---	---	FET	FET	FAD	FMPS
2	Dr. Sreenivas Murthy	FHMCT	FLAHS	---	FMC	---	FPH
3	Prof. Abby Mathew	---	---	FDS	FET	FAD	FMPS
4	Dr. T.N.Srikantha Dath	FHMCT	FLAHS	FDS	FMC	---	FPH
5	Ms. Vijayalakshmi T			FET	FET	FAD	FMPS
6	Ms. Geetha B.E.	FHMCT	FLAHS	FDS	FMC	---	FPH


Parameshwar. S
Member Secretary, IQAC


Prof. K. K. Raina
Vice Chancellor

Vice Chancellor
M.S. Ramaiah University of Applied Sciences,
Bangalore - 560 054.


Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref.No: RUAS/IAAC/AA - 062022

Name of the Faculty:

FMC.

Date:

07.06.2022

Name of the Department:

Management
Commerce (B.Com, BBA, M.Com & MBA)

Observations from Auditor's Team

1	BOS Composition and Mom	Approved BOS member details signed for past 2019 onwards. BOS meeting minutes from 2014 signed.
2	Programmes Offered with Sanctioned Intake	AICTE documents signed for all branches/branches. Sn: letter dated 07.03.2020
3	Present student strength-Sem /Year-wise	Approved list signed from 2014.
4	Year-wise Academic Documents-AR, PS, CS	CO-PO + PD - PSO mapping to be relooked into. There appears to be more clarity is needed to uniformly understanding the mapping & develop the result form. BOS & AC extracts signed.
5	Revision of Programmes and Courses with approval details	
6	Time Table	Signed copies of all time table signed.
7	Notices/Circulars	Information disseminated through, mail, ERP and handcopy mailed to all concerned.
8	Course Allocation (Teaching-load)	Excel sheet signed for keep discussed in Dept Meeting.
9	Course Files(with all relevant contents) maintained by course leaders	Hand copy of course file kept maintained for AY 2021-22.
10	Examination Result Reports-Batch-wise-Pass Percentages	Remedial class and essential improvement in results signed. Report needed.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Action initiated for enhancing laboratory infrastructure in May 2022. Faculty members position improved through internal transfer & external recruitment (6.06.2022)
12	Mentor-Allocation and Minutes	Sliding quo.
13	Feedback Reports	Collection of feedback from all stakeholders, ATR & online factors to be maintained.
14	Research and Innovation related activities (Publications/Patent/...)	Details available in individual course file.

All publications may be maintained in a faculty level repository for reference. It helps in improved statistics.

15	MoU details (National and International)	Details available
16	Faculty profiles	Details available
17	FDP Conducted	Details available.
18	Budget allocation and its utilisation	Utilisation being maintained. Detailed document needed.
19	Achievements (Students and Faculties)	Details available.
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	Actions taken in the form of MOU, Corporate Policy, Certification Program for Faculty and Staff by Ramaiah University Germany. Monitored 03.01.22 signed.

Other Observations and Recommendations

1. Value added course - Details available.

2. Internships - Details available - feedback from industry to be taken on student preference.

3. Outreach Program - Programmes initiated at both student faculty level in terms of activities namely: Socials relevant to group papers.

4. Alumni - NSS, Management Club.

Documentation for activities conducted to be maintained in a separate file.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. T.N. Srikanta Das	nmh 07.06.2022
2	Dr. B.V. Greenishwar Murthy	hV been 7/6/22
3	Geetha R.E	ggr 7/6/22

Signature of the Dean
07/06/2022



Signature of the Vice Chancellor

Kayal

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref.No: RUAS/IOAC/AA - 062022

Name of the Faculty: FPH.

Date: 08.06.2022

Name of the Department: B.Pharm, M.Pharm and Pharm.D.

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Observations from Auditor's Team

1	BOS Composition and MoM	BOS conforming with approved Syllabus under effective order no: 21.06.2021. MoM from 2014 to till date available. MoM for 28.05.2022 is pending.
2	Programmes Offered with Sanctioned Intake	PC1 letter dated 30.07.2021 signed. AICTE Extension of approval dated 02.07.21 signed.
3	Present student strength-Sem /Year-wise	University copy with authorization to be maintained.
4	Year-wise Academic Documents-AR, PS, CS	Bound copy of 2014-15 available from 2017 and onwards wherein one is signed bound.
5	Revision of Programmes and Courses with approval details	Evidence signed vide ACM dated 20.03.2014 & 04.04.2017. Discussed in BOS dated 15.8.2017.
6	Time Table	Extempore & history dated 25.10.21 signed. Related time table of system B Pharm dated 11.06.2022 signed.
7	Notices/Circulars	File for 2021-22 signed with details of notices in chronological order.
8	Course Allocation (Teaching-load)	Teaching load with course allocation signed vide letter dated 08.08.2021
9	Course Files(with all relevant contents) maintained by course leaders	Steno quo. Spent in office copy.
10	Examination Result Reports-Batch-wise-Pass Percentages	Examination result reports maintained. A comprehensive report for records concerning marks may be maintained for better analysis.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Renewal under process. All academic & research activities are being followed under
12	Mentor-Allocation and Minutes	Details available.
13	Feedback Reports	Computerized feedback from all stakeholders, ARE & online factors taken may be recorded.
14	Research and Innovation related activities (Publications/Patent/...)	Details available

Chief, Quality Control (Academics)

Directorate of QCEFT

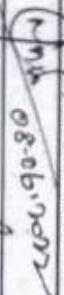


M.S. Ramaiah University of Applied Sciences

Bangalore - 560 054

15	MoU details (National and International)	Details available
16	Faculty profiles	Details available
17	FDP Conducted	Consolidated copy of FDP attended & conducted may be maintained and replace.
18	Budget allocation and its utilisation	Details maintained at the Department level
19	Achievements (Students and Faculties)	Details available
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	Best discussed at the Dept level and at Faculty level.

Other Observations and Recommendations

1. Value Added Courses - well maintained
2. Internship - Hospital postings & Industry Internships available for B.Pharm VI. Pharm.
3. Outreach - Details maintained
4. Alumni - Alumni's strength may be explored for departmental faculty support activities.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. T.N. Saranatha Das	 08-06-2022
2	M.K.V. Sreenivasa Murthy	 8/6/22
3	Geetha B.C	 8/6/22

Signature of the Dean

 08/6/2022

Signature of the Vice Chancellor



Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref.No: RUAS/IOAC/AA - 062022

Name of the Faculty :

FHMCT

Date:

6/6/23

Name of the Department:

ATHM

Observations from Auditor's Team

1	BoS Composition and Mom	Hand copies cited
2	Programmes Offered with Sanctioned Intake	Available at Specul's level
3	Present student strength-Sem /Year-wise	It is cited
4	Year-wise Academic Documents-AR, PS, CS	Hand copies of 2014-15, 2016, 2019 available
5	Revision of Programmes and Courses with approval details	Hand copies present
6	Time Table	Present in hand copies.
7	Notices/Circulars	Hand copies with staff signatures are cited.
8	Course Allocation (Teaching-load)	EOI from 2020-23 cited.
9	Course Files(with all relevant contents) maintained by course leaders	2019 onwards present
10	Examination Result Reports-Batch-wise-Pass Percentages	Details are present.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	All details well organised.
12	Mentor-Allocation and Minutes	Mentor (Supriya Rao - ATR Signed - 2020 batch) Specul's of
13	Feedback Reports	By students is cited with Specul's Specul's
14	Research and Innovation related activities (Publications/Paten/...)	Index list of publications for link need to -

Industry related Research can be highlighted - to be maintained.

Chief, Quality Control (Academics)
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Bangalore - 560 054

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15	MOU details (National and International)	It is cited
16	Faculty profiles	Maintained well
17	FDP Conducted	Yearwise details are maintained
18	Budget allocation and its utilisation	Yearwise details summary is present
19	Achievements (Students and Faculties)	Accolade & Merit are present
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	It is present

Other Observations and Recommendations

Best practices: Internship files with appreciation letters are cited

Alumni meet & feedback are present.
Field visit/outreach activities present
Guest lecture, Seminar, workshop Year wise cited

	Name of the Auditors	Signature of the Auditors with Date
1	Ms. MEENAKSHA MURTHY	6/6/22
2	Geetha B.E	6/6/22
3		

Signature of the Dean

Dean

Faculty of Hospitality Management & Catering Technology

M. S. Ramaiah University of Applied Sciences
Bengaluru - 560 054.

Signature of the Vice Chancellor

Chief Quality Control (Academics)
Directorate of QEPET
M. S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M. S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref.No: RUAS/IOAC/AA - 062022

Name of the Faculty: FLAHS

Date: 06.06.2022

Name of the Department: B.Sc. (Hons) - FT/ST, M.Sc. - FT/ST

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054



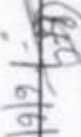
Observations from Auditor's Team

1	BOS Composition and MoM	BOS members approved list dated 12.08.2020 & 03.06.2022 signed. MoM of BOS (FT/ST) signed.
2	Programmes Offered with Sanctioned Intake	Sanctioned Intake copy from Govt. Sought for all programmes offered. Copy of sanction letter for MSc. from NUTHEB & Fisheries not signed. Copy of list from relevant approved authorities not signed. However on 14/08/2021, 2019, 2020 signed by HODs signed. Academic Student list signed with HODs signature.
3	Present student strength-Sem /Year-wise	
4	Year-wise Academic Documents-AR, PS, CS	AR meeting dated 23.10.2020 signed point 2.4 signed. This covers the revision.
5	Revision of Programmes and Courses with approval details	
6	Time Table	Details available.
7	Notices/Circulars	Details available.
8	Course Allocation (Teaching-Load)	Allocation of courses based on discussion deliberation in Dept. Meeting, Bangalore 14/08/2021.
9	Course Files (with all relevant contents) maintained by course leaders	Course file should contain approved copy of course spec. document (G-18 PRC 2021). Course code format appears not uniform when compared to other faculty. Reports on uniformity in name. Proposed by faculty. Reports on uniformity in name. Proposed by faculty. Reports on uniformity in name. Proposed by faculty.
10	Examination Result Reports-Batch-wise-Pass Percentages	Reports on uniformity in name. Proposed by faculty. Reports on uniformity in name. Proposed by faculty. Reports on uniformity in name. Proposed by faculty.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Details signed along with minutes. Reports on uniformity in name. Proposed by faculty. Reports on uniformity in name. Proposed by faculty.
12	Mentor-Allocation and Minutes	Details signed along with minutes. Reports on uniformity in name. Proposed by faculty. Reports on uniformity in name. Proposed by faculty.
13	Feedback Reports	Process of collecting feedback from all stakeholders (FTR and change observed) to be maintained. Details of feedback and trend to be maintained. Faculty, Quality Control (FACQ) in
14	Research and Innovation related activities (Publications/Patent/...)	Details of Publications and trend to be maintained. Faculty, Quality Control (FACQ) in

15	MoU details (National and International)	Details of MoU & ATR Signed.
16	Faculty profiles	Details maintained as Handcopy.
17	FDP Conducted	FDP participation details signed. To replace conduct of FDPs on relevant topics.
18	Budget allocation and its utilisation	Only Budget Submitted document signed. Utilisation, headwork & maintenance also approved.
19	Achievements (Students and Faculties)	Details maintained at the department level.
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	SWOC analysis to be taken at the Dept level for discussion and deliberations.

Other Observations and Recommendations

1. Outreach activities - Record and reports of outreach activities available in photographs.
2. Alumni activities - Recently graduated students are have only been registered as Alumni. No regular regular interaction to be planned.
3. Student Internship - Details signed

	Name of the Auditors	Signature of the Auditors with Date
1	Dr T.N. Sankaranarayanan	 06/06/22
2	Dr. R.V. Sreenivasa Murthy	 06/06/22
3	Geetha R.E	 06/06/22

Signature of the Dean



Signature of the Vice Chancellor



Chief, Quality Control (Academics)
Directorate of QEPET
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT(June 2022)

Ref.No: RUAS/IQAC/AA - 062022

Name of the Faculty :

FLAHS

Date:

6/6/22

Name of the Department:

Alled Health Science

Observations from Auditor's Team

1	BoS Composition and MoM	Approved copy cited.
2	Programmes Offered with Sanctioned Intake	not received from university
3	Present student strength-Sem /Year-wise	Available
4	Year-wise Academic Documents-AR, PS, CS	Approved copy to be maintained
5	Revision of Programmes and Courses with approval details	* Many courses cycle not completed.
6	Time Table	EOI in DAPP cited (Dept Academic Planning Committee)
7	Notices/Circulars	Available
8	Course Allocation (Teaching-load)	Available
9	Course Files(with all relevant contents) maintained by course leaders	hard copy cited
10	Examination Result Reports-Batch-wise-Pass Percentages	Result Data file cited
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Indexing all infra-structure is required
12	Mentor-Allocation and Minutes	Present
13	Feedback Reports	Present
14	Research and Innovation related activities (Publications/Patent/...)	Present -

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15	MOU details (National and International)	<i>Cited</i>
16	Faculty profiles	<i>Cited</i>
17	FDP Conducted	<i>Index of attended & conducted to be prepared</i>
18	Budget allocation and its utilisation	<i>To be prepared</i>
19	Achievements (Students and Faculties)	<i>Prepared</i>
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	<i>At faculty level discussion can happen</i>

Other Observations and Recommendations

InterShip details to be taken after they finish the course

	Name of the Auditors	Signature of the Auditors with Date
1	<i>Dr A.V. Preeriana Murthy</i>	<i>Aswath</i> 6/6/22
2	<i>Geetha B.E</i>	<i>Geetha</i> 6/6/22
3		

Signature of the Dean

Signature of the Vice Chancellor

Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref.No: RUAS/IQAC/AA - 062022

Name of the Faculty : FDS.

Date:

07-06-2022

Name of the Department: _____

Observations from Auditor's Team

1	BoS Composition and MoM	Approved copy of constitution of BOS is available since 2014. Ex: Homedated 01.03.2014 to 24.06.2021 and 2019 and 2020 signed vide letter dated 06.06.2019 and 23.10.2020 documents
2	Programmes Offered with Sanctioned Intake	Student strength details available for 2019-20 vide letter dated 30.12.2019. Detailed data year to be maintained. DCL copy signed.
3	Present student strength-Sem /Year-wise	Status quo maintained regarding approval of revised versions of B.S.N.S.
4	Year-wise Academic Documents-AR, PS, CS	Details available.
5	Revision of Programmes and Courses with approval details	Details available.
6	Time Table	Details available.
7	Notices/Circulars	Details available.
8	Course Allocation (Teaching-load)	Expenditure of faculty member under of course drawn in BGR maintained 06.06.2022. 21/12/23
9	Course Files(with all relevant contents) maintained by course leaders	CO-PO mapping for course BBS Devloper signed. Approved copies/maintained in course file.
10	Examination Result Reports-Batch-wise Pass Percentages	Result analysis for BBS-1st, 2nd and 3rd year signed. Additional details such as roll numbers for Pass, Grade drop to be included.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Appreciation needed at LH-3, LH-4 & LH-2. Maintained at LH-3 to be maintained.
12	Mentor-Allocation and Minutes	Status quo.
13	Feedback Reports	Feedback from all stakeholders, ATR and outcome to be maintained in a separate folder on course feedback signed (Ternita-1, 2021-22 ATR) documents.
14	Research and Innovation related activities (Publications/Patent/...)	Details available

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15	MoU details (National and International)	Details available.
16	Faculty profiles	Details available.
17	FDP Conducted	Details available.
18	Budget allocation and its utilisation	Budget allocation and utilisation document not signed.
19	Achievements (Students and Faculties)	Details available.
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	Report as per Strategic Plan. Activities for improvement may be discussed/defined.

Other Observations and Recommendations

1. Final Review of Plan, Grade status suggested. Moderated to next grade as per plan in the order - Dr. H.D. D068003. Paced with D068003.

2. SSCM minutes on open have produced by DCA to be maintained at faculty level. SSCM to be conducted as faculty level housecalls.

3. Library - To check DCA requests + without action to subscribe journals and other reference documents needed. Also, E-library facilities request to be looked into.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. T. N. S. Venkatesh	 07.06.2022
2	Dr. B. B. S. Venkatesh	 07.06.2022
3	Dr. R. E. S. Venkatesh	 07.06.2022

Signature of the Dean
Faculty of Dental Sciences
M.S. Ramaiah University of Applied Sciences
 Bangalore - 560 054

Signature of the Vice Chancellor

Chief, Quality Control (Academic)
 Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
 Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref. No: RVAS/IQAC/AA-062022

Name of the Faculty: FET

Date: 7.6.22

Name of the Department: CSC

Observations from Auditor's Team

1	BOS Composition and MoM	PARTIALLY MADE NEARLY TO BE COMPLETED
2	Programmes Offered with Sanctioned Intake	REQUEST TO GET FROM UNIVERSITY OFFICE
3	Present student strength Sem /Year-wise	19-20, 20-21 ALL PROGRAMS AVAILABLE
4	Year-wise Academic Documents-AR, PS, CS	PARTIALLY MADE NEARLY TO BE ATTESTED
5	Revision of Programmes and Courses with approval details	PARTIALLY MADE NEARLY TO BE COMPLETED ATTESTED
6	Time Table	FORMATION, COMMITTEE MEETING DOCUMENTS TO BE MADE
7	Notices/Circulars	19-20-20-21 DOCUMENTED SEPARATELY TO BE MADE
8	Course Allocation (Teaching-load)	20-21 DONE NEARLY TO BE MADE AS PER GUIDELINES
9	Course Files (with all relevant contents) maintained by course leaders	TO BE MADE AS PER THE GUIDELINES GIVEN.
10	Examination Result Reports-Batch-wise-Pass Percentages	TO BE OBTAINED AS PER THE GUIDELINES GIVEN
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	TO BE PROVIDED AS PER OUR VISITS
12	Mentor-Allocation and Minutes	MINUTES TO BE FILED AS DOCUMENT
13	Feedback Reports	TWO YEAR AVAILABLE IN THE DEPT.
14	Research and Innovation related activities (Publications/Patent/...)	PENDING.

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Chief, Quality Control (Academics)
Directorate of Quality Control
Directorate of Applied Sciences

15	MoU details (National and International)	WITH UNIVERSITY
16	Faculty profiles	DATA AVAILABLE TO DE COMPLEY
17	FDP Conducted	DATA TO DE MADE AVAILABLE TO DE MADE AVAILABLE
18	Budget allocation and its utilisation	DATA TO DE MADE AVAILABLE
19	Achievements (Students and Faculties)	DATA TO DE MADE AVAILABLE
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	TO BE UPDATED

Other Observations and Recommendations


ACADEMIC DOCUMENT SHOULD BE UPDATED AS PER THE DISCUSSED
AND AVAILABILITY OF DOCUMENT MAKES THE DOCUMENTATION EASIER.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. V. M. M. N. A. V. A.	 7.6.22.
2	V. G. M. A. L. A. S. H. M. I. S.	 7.6.22.
3		

Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054.

Signature of the Dean


7/6/22

Signature of the Vice Chancellor



2nd ACADEMIC AUDIT REPORT (June 2022)

Ref. No: RUAS/ISOAC/AA-062022

PET

Name of the Faculty: _____

Date: 7.6.22

Name of the Department: _____

CIVIL ENGINEERING

Observations from Auditor's Team

1	BOS Composition and MoM	AVAILABLE - FEW ADDITIONS/ SIGNATURE
2	Programmes Offered with Sanctioned Intake	YET TO RECEIVE FROM UNIVERSITY OFFICE
3	Present student strength-Sem /Year-wise	PROCESS ON - TO BE COMPLETED WITH ALL DETAILS
4	Year-wise Academic Documents-AR, PS, CS	TO BE CERTIFIED BY THE CONCERNED
5	Revision of Programmes and Courses with approval details	BOS MINUTES TO BE INCLUDED
6	Time Table	TO BE COMPLETED AS DISCUSSED
7	Notices/Circulars	AUTHENTICATION, INDEXING FOR FIVE YEARS TO BE INITIATED
8	Course Allocation (Teaching-load)	AUTHENTICATION, INDEXING, & YEARS OF STUDY TO BE MADE AVAILABLE
9	Course Files(with all relevant contents) maintained by course leaders	PROCESS ON - SAS SHEETS TO BE INCLUDED
10	Examination Result Reports-Batch-wise-Pass Percentages	DOCUMENTS AVAILABLE - FILING TO BE COMPLETED
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	PROCESS ON - TO BE COMPLETED
12	Mentor-Allocation and Minutes	AUTHENTICATION TO BE COMPLETED - AFTER 40 DOCUMENTS TO BE COMPLETED
13	Feedback Reports	AVAILABLE
14	Research and Innovation related activities (Publications/Patent/...)	PROCESS ON - INDEXING TO BE COMPLETED

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Directorate of QEPET

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15	Mou details (National and International)	AVAILABLE
16	Faculty profiles	AVAILABLE
17	FDP Conducted	AVAILABLE
18	Budget allocation and its utilisation	HAND LINES TO BE PROVIDED WITH ATTENTION
19	Achievements (Students and Faculties)	AVAILABLE
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	AVAILABLE TO BE INDICATED WITH CHARTS

Other Observations and Recommendations

DATA FOR SYEAB TO BE MADE AVAILABLE

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. V. MADHAN	7/6/22
2	VISHVA LAKSHMI	7/6/22
3		

Signature of the Dean

Signature of the Vice Chancellor

Nayana N. Patil
7/6/22

Nayana

Chief Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref. NO.: RVAS/IAAC/AA-062022-

Name of the Faculty: FEET

Date: 7.6.22

Name of the Department: ECE

Observations from Auditor's Team

1	BOS Composition and MoM	AVAILABLE
2	Programmes Offered with Sanctioned Intake	AICTE APPROVAL LISTEN AVAILABLE. 4011 CST, COMED IC APPROVAL TO BE MADE AVAILABLE
3	Present student strength-Sem /Year-wise	20-21 21-22 AS PER AICTE APPROVAL - ENROLLED 45 PER URG. EXCESS ADMISION IN 2017-18 2019-20
4	Year-wise Academic Documents-AR, PS, CS	AVAILABLE
5	Revision of Programmes and Courses with approval details	ACM, manually KEH ENCLD.
6	Time Table	MOM TO BE PROVIDED
7	Notices/Circulars	SECUREMENT TO BE MADE
8	Course Allocation (Teaching-Load)	STENING 9979 TO BE PROVIDED
9	Course Files(with all relevant contents) maintained by course leaders	PROVIDED.
10	Examination Result Reports-Batch-wise-Pass Percentages	SAS SHEETS COPY TO BE ENCLD
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	TO BE PROVIDED
12	Mentor-Allocation and Minutes	AVAILABLE MOM TO BE PROVIDED
13	Feedback Reports	STEN DATA TO BE FILED WITH BUREAU
14	Research and Innovation related activities (Publications/Patent/...)	AVAILABLE - TO BE AUTHENTICATED

Directorate of Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

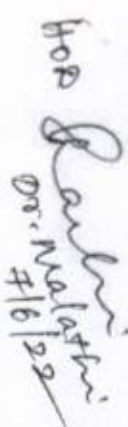
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Bangalore - 560 054

15	Mou details (National and International)	MOU COPIES TO BE PROVIDED.
16	Faculty profiles	TO ENCLOSE APPOINTMENT ORDER
17	FDP Conducted	TO BE CONDUCTED (AFTER 2018)
18	Budget allocation and its utilisation	TO BE PROVIDED.
19	Achievements (Students and Faculties)	AVAILABLE. TO BE SEEN AND INDEXED
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	AVAILABLE. CHART TO BE PRESENTED WITH ACTIVITIES

Other Observations and Recommendations

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. V. MANGAM	 7.12.18
2	VISHVA LAKSHMI	 7.12.18
3		

Signature of the Dean


Dr. Malathi
#16/22

Signature of the Vice Chancellor



Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT(June 2022)

Ref.No.: RUAS/ISOAC(AA-062022

Name of the Faculty: FET

Date: 7.6.22

Name of the Department: MECHANICAL

Observations from Auditor's Team

1	BoS Composition and MoM	TO BE UPDATED
2	Programmes Offered with Sanctioned Intake	TO BE OBTAINED FROM UNIVERSITY OFFICE
3	Present student strength-Sem /Year-wise	HAND COPIES TO BE MADE AVAILABLE WITH UPDATES
4	Year-wise Academic Documents-AR, PS, CS	HAND COPIES TO BE MADE AVAILABLE
5	Revision of Programmes and Courses with approval details	NAC GATE ENTERED. HANDWRITING TO BE MADE AVAILABLE
6	Time Table	AVAILABLE. COMMITTEE FORMATTED MINUTES TO BE DONE
7	Notices/Circulars	AVAILABLE. TO BE UPDATED
8	Course Allocation (Teaching-load)	TO BE UPDATED
9	Course Files(with all relevant contents) maintained by course leaders	TO BE UPDATED
10	Examination Result Reports-Batch-wise-Pass Percentages	TO BE SEQUENTIALLY FILED
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	AVAILABLE TO BE DISPLAYED WITH GETAWAY
12	Mentor-Allocation and Minutes	HAND COPIES TO BE PROVIDED
13	Feedback Reports	TO BE MADE AVAILABLE
14	Research and Innovation related activities (Publications/Patent/...)	TO BE MADE AVAILABLE

Chief, Quality Control (Academics)
Directorate of QEP&T

M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

15	MoU details (National and International)	TO DE MGE AVAILABLE
16	Faculty profiles	TO SE MGE AVAILABLE IN THE MOD OFFICE
17	FDP Conducted	HAND LAY TO SE MGE AVAILABLE
18	Budget allocation and its utilisation	TO DE MGE AVAILABLE
19	Achievements (Students and Faculties)	TO SE MGE AVAILABLE
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	AVAILABLE - TO SE DOCUMENTS WITH SUBORDINATE

Other Observations and Recommendations

	Name of the Auditors	Signature of the Auditors with Date
1	P.V. MANGAIAH	 7.6.22
2	VISHVA LAKSHMI	 7.6.22
3		

Signature of the Dean


7.6.22

Chief, Quality Control (Academics)

Directorate of QEPET

M.S. Ramaiah University of Applied Sciences

Bangalore - 560 054

Signature of the Vice Chancellor



2nd ACADEMIC AUDIT REPORT (June 2022)

Ref. No.: RUS/ISQAC/AA-062022

Name of the Faculty: FET

Date: 10.6.22

Name of the Department: AAE

AUTOMOTIVE ENGINEERING - ENHANCEMENT

Observations from Auditor's Team

1	BOS Composition and MoM	AVAILABLE - CONSTITUTION, MOM, CENTING, SIGNATURE & INDEXING
2	Programmes Offered with Sanctioned Intake	DATA NEGATIVE TO 20-21 & 21-22 AVAILABLE
3	Present student strength-Sem /Year-wise	AVAILABLE - AUTHENTICATION TO BE DONE
4	Year-wise Academic Documents-AR, PS, CS	AVAILABLE - AUTHENTICATION TO BE DONE
5	Revision of Programmes and Courses with approval details	TO BE MADE AVAILABLE
6	Time Table	AVAILABLE - COMMITTEE / MOM DETAILS TO FILED
7	Notices/Circulars	AVAILABLE - TO BE SECUREMENT & INDEXED
8	Course Allocation (Teaching-Load)	AVAILABLE - INDEXING & CONTINUITY TO BE ENSURED
9	Course Files (with all relevant contents) maintained by course leaders	AVAILABLE - TO BE ORIGINISED AS DISCUSSED
10	Examination Result Reports-Batch-wise Pass Percentages	AVAILABLE - TO BE SECUREMENT & AUTHORITY & INDEXED
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	TO BE SECUREMENT - AVAILABLE
12	Mentor-Allocation and Minutes	AVAILABLE - MINUTES TO BE ENCLOSED AS DISCUSSED / SIGNATURE & INDEXED
13	Feedback Reports	TO BE MADE AVAILABLE AS DISCUSSED - CENT OF THE DEPT. OF APPLIED SCIENCES
14	Research and innovation related activities (Publications/Patent/...)	AVAILABLE TO BE SECUREMENT, INDEXED

Bangalore - 560 054

15	MoU details (National and International)	AVAILABLE - TO BE INDEXED
16	Faculty profiles	AVAILABLE
17	FDP Conducted	AVAILABLE TO BE SECURE LISTS
18	Budget allocation and its utilisation	TO BE MORE AVAILABLE
19	Achievements (Students and Faculties)	TO BE MORE AVAILABLE TO BE DISCUSSED
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	AS DISCUSSED - TO BE MORE AVAILABLE

Other Observations and Recommendations

COVERAGE ALLOCATION PLANS, FEED BACK NEARBY DATA AVAILABILITY, FOR TO BE
CONDUCTED, TO BE CLARIFIED AFTER DISCUSSION.

	Name of the Auditors	Signature of the Auditors with Date
1	DR. V. MADHAN	10/6/22
2	Abby Mathew	10/6/22
3	V. JAYARAJ	10/6/22

Signature of the Dean

Signature of the Vice Chancellor

Registrar

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Chief, Quality Control (Academics)

Directorate of QEPET

M.S. Ramaiah University of Applied Sciences

Bangalore - 560 054

10/June/2022
HOD/AME

2nd ACADEMIC AUDIT REPORT(June 2022)

Ref. No: RVAS/IAAC/AA-062022

Name of the Faculty: FEET

Date: 10-6-22

Name of the Department: EEE - ELECTRONICS ENGINEERING

Observations from Auditor's Team

1	BOS Composition and MoM	AVAILABLE - TO BE AUTHENTICATED BY PVC NEWSACU
2	Programmes Offered with Sanctioned Intake	20-21, 21-22 AVAILABLE
3	Present student strength-Sem /Year-wise	AVAILABLE TO BE AUTHENTICATED
4	Year-wise Academic Documents-AR, PS, CS	HAND COPIES TO BE Merged AVAILABLE 18-19 onwards
5	Revision of Programmes and Courses with approval details	ENCLOSED WITH BOS DOCUMENT.
6	Time Table	AVAILABLE MOM TO BE MADE AVAILABLE
7	Notices/Circulars	TO BE INDEXED & REGENERATED
8	Course Allocation (Teaching-Load)	20-21, 21-22 AVAILABLE TO BE PROVIDED DETAILS MONTHLY
9	Course Files(with all relevant contents) maintained by course leaders	FACULTY PROFILE & COURSE FILES TO BE REGENERATED, FILES AS DISCUSSED WITH SUPERINTENDING OFFICER (Academics)
10	Examination Result Reports-Batch-wise-Pass Percentages	TO BE PROVIDED AS DISCUSSED YEAR WISE
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Lay out PLAN TO BE PROVIDED
12	Mentor-Allocation and Minutes	AVAILABLE MINUTES TO BE ENCLOSED TO DIVISION
13	Feedback Reports	20-21, 21-22 AVAILABLE WITH ACTUAL TALKING POINTS
14	Research and Innovation related activities (Publications/Patent/...)	SEPARATE LINKS AS DISCUSSED

(Signature)
Chief, Quality Assurance
Directorate of Quality Assurance
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

15	MoU details (National and International)	To be provided
16	Faculty profiles	Available - documents to be submitted as discussed
17	FDP Conducted	To be provided as discussed documents to be provided
18	Budget allocation and its utilisation	To be provided
19	Achievements (Students and Faculties)	To be given after discussion
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	To be provided as discussed

Other Observations and Recommendations

INDEX IN TO DONE AS DISCUSSED -
AVAILABILITY OF DOCUMENTS TO BE MADE

	Name of the Auditors	Signature of the Auditors with Date
1	M.V. MADHAN	H.V. 10.6.22
2	P.B.R. 2227HCU	19/6/22
3	VISHVA LAKSHMI	10/6/22

Signature of the Dean

[Signature]
HOD

Signature of the Vice Chancellor

[Signature]

Chief, Quality Control (Academic)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref. No.: SQAC/RVAS/AA-062022

Name of the Faculty: FAD

Date: 10.6.22

Name of the Department: FAD

FASHION DESIGN
INNOVATION DESIGN

Registrar

Observations from Auditor's Team

1	BOS Composition and MoM	AVAILABLE FOR F.S.D & IN DES.
2	Programmes Offered with Sanctioned Intake	AVAILABLE FOR F.S.A & I.D.
3	Present student strength Sem /Year wise	AVAILABLE FOR BOTH SPECIFICATION
4	Year-wise Academic Documents-AR, PS, CS	AVAILABLE
5	Revision of Programmes and Courses with approval details	AVAILABLE
6	Time Table	AVAILABLE COMMITTEE MEETING & MOM TO BE GIVEN
7	Notices/Circulars	AVAILABLE
8	Course Allocation (Teaching-Load)	AVAILABLE
9	Course Files(with all relevant contents) maintained by course leaders	AVAILABLE
10	Examination Result Reports-Batch-wise Pass Percentages	AVAILABLE
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	FROM PAST ASSESSMENT, FACILITIES ARE TO BE
12	Mentor-Allocation and Minutes	AVAILABLE
13	Feedback Reports	AVAILABLE
14	Research and Innovation related activities (Publications/Patent/...)	AVAILABLE - TO BE SEQUENT

Chief Executive Officer
Director of Applied Sciences
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

15	MoU details (National and International)	AVAILABLE
16	Faculty profiles	AVAILABLE - DETAILS FROM IIA TO BE OBTAINED
17	FDP Conducted	*ANNUAL DESIGN IN FDP - FACULTY DESIGN TALKS
18	Budget allocation and its utilisation	TO BE PROVIDED BY DEPT
19	Achievements (Students and Faculties)	AVAILABLE
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	AVAILABLE

Other Observations and Recommendations

INDEXING TO BE DONE. FILING EFFECTIVE IN BOX FILES
 BUDGET ALLOCATION IN MEANS TO EXPRESSION FOR INVENT TO BE PROVIDED
 OF FDP CONDUCTED COLLECTIVELY BY FDP IN DE DEPT

	Name of the Auditors	Signature of the Auditors with Date
1	D.V. MATHUR	[Signature] 10/10/22
2	Abby Mathur	[Signature] 10/10/22
3	Vidya Mathur	[Signature] 10/10/22

Signature of the Dean

Signature of the Vice Chancellor

Chief, Quality Control (Academics)
 DEPT

M.S. Ramaiah University of Applied Sciences
 Bangalore - 560 054

Registrar

M.S. Ramaiah University of Applied Sciences
 Bangalore - 560 054

[Signature] 10/10/22

[Signature] 10/10/2022
 Ramaiah Regd.

[Signature]

2nd ACADEMIC AUDIT REPORT (June 2022)

Ref. No.: RUAS/IAAC/JAA-062022

Name of the Faculty:

~~ENT~~ [EMPS]

Date:

10.6.24

Name of the Department:

PHYSICS

Observations from Auditor's Team

1	BOS Composition and MoM	2018-19, 19-20-20-21 AVAILABLE
2	Programmes Offered with Sanctioned Intake	2018-19, 19-20 DETAIL AVAILABLE
3	Present student strength-Sem /Year-wise	2021-22, 2020-21, 2019-20 AVAILABLE TAGS AUTHENTICATED
4	Year-wise Academic Documents-AR, PS, CS	2014-15, 2018-19, 2019-20 REVISION/CHANGE MADE
5	Revision of Programmes and Courses with approval details	ACADEMIC COUNCIL RESOLUTION/RECEIPT/ TAGS AVAILABLE
6	Time Table	INDICATING A SEQUENCE
7	Notices/Circulars	SEQUENCE MENTIONED TO BE DONE
8	Course Allocation (Teaching-Load)	AVAILABLE
9	Course Files(with all relevant contents) maintained by course leaders	AVAILABLE
10	Examination Result Reports-Batch-wise-Pass Percentages	FILING TO BE DONE AS COURSE
11	Academic infrastructure (Labs/Facilities/Workshops/Studios)	FLOOR PLAN TO BE PROVIDED.
12	Mentor-Allocation and Minutes	SEQUENCE MENTIONED TO BE PROVIDED
13	Feedback Reports	AVAILABLE AS PER STUDENT
14	Research and Innovation related activities (Publications/Patent/...)	AVAILABLE

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15	Mou details (National and International)	NIL
16	Faculty profiles	N/A DETAILS TO BE PROVIDED AVAILABLE TO BE PROVIDED AVAILABLE AVAILABLE
17	FDP Conducted	
18	Budget allocation and its utilisation	
19	Achievements (Students and Faculties)	
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	AVAILABLE

Other Observations and Recommendations

INDEXING TO BE DONE FOR ALL DOCUMENTS

	Name of the Auditors	Signature of the Auditors with Date
1	Dr V. MADHAVAN	10/10/22
2	VISHNVA LAKSHMI	10/10/22
3		

Signature of the Dean

10/10/22

Signature of the Vice Chancellor

10/10/22

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2nd ACADEMIC AUDIT REPORT (June 2022)

Ref. No: RUAS/ISOAC/AA-062022

Name of the Faculty: Prof. FMPS

Date: 16.6.22

Name of the Department: Chemistry

Chemistry

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Observations from Auditor's Team

1	BOS Composition and MoM	Average
2	Programmes Offered with Sanctioned Intake	18-19, 19-20 Data Average
3	Present student strength-Sem /Year-wise	18-19, 19-20, 20-21 Data Average - AUTHENTICATION TO BE DONE
4	Year-wise Academic Documents-AR, PS, CS	Average
5	Revision of Programmes and Courses with approval details	BOS MoM FOR DEMONSTRATED SCHEME 2019 TO BE PROVIDED
6	Time Table	18-19, 19-20, 20-21, 21-22 Average
7	Notices/Circulars	SECURE OPTIONS TO BE MADE
8	Course Allocation (Teaching-Load)	STAFF ALLOCATION DETAILS TO BE ADDED
9	Course Files (with all relevant contents) maintained by course leaders	Average
10	Examination Result Reports-Batch-wise-Pass Percentages	SAS SHEET TO BE ENCLOSED
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	TO BE PROVIDED WITH FLOW CHART
12	Mentor-Allocation and Minutes	MoM TO BE PROVIDED
13	Feedback Reports	AS DISCUSSED - TO BE IMPROVED
14	Research and Innovation related activities (Publications/Patent/...)	Average

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15	Mou details (National and International)	NIL
16	Faculty profiles	AVAILABLE - TO ADD HR DETAILS
17	FDP Conducted	AVAILABLE
18	Budget allocation and its utilisation	CURRENT YEAR AMOUNTS TO BE PROVIDED FOR EARLIER YEARS
19	Achievements (Students and Faculties)	TO BE PROVIDED WITH FULL DETAILS & EVIDENCES
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	AVAILABLE

Other Observations and Recommendations

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. V. Muthaiah	 10/6/22
2	VISAYA LAKSHMI	 10/6/22
3		

Signature of the Dean



Signature of the Vice Chancellor



Chief, Quality Control (Academics)
Directorate of QEPET
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15	MoU details (National and International)	NIL
16	Faculty profiles	11-12 DETAILS TO BE INCORPORATED
17	FDP Conducted	NIL
18	Budget allocation and its utilisation	AS DISCUSSED
19	Achievements (Students and Faculties)	NIL
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	TO BE PROVIDED-

Other Observations and Recommendations

INDEXING TO BE COMPLETED
 SEQUENCING OF DATA TO BE MORE
 DOCUMENTS RELATED TO 3/5 YEARS
 FOR ALL PARAMETERS TO BE MADE AVAILABLE

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. V. MATHIAS	<i>[Signature]</i> 10/6/22
2	Vijaya Lakshmi	<i>[Signature]</i> 10/6/22
3		

[Signature] 10/6/22
 Signature of the Dean Head

Signature of the Vice Chancellor

2nd ACADEMIC AUDIT REPORT(June 2022)

Ref.No: RUAS/IQAC/AA - 062022

Name of the Faculty :

FMPs

Date:

10.6.22

Name of the Department:

MATHEMATICS & STATISTICS

Observations from Auditor's Team

1	BoS Composition and MoM	PROCESS ON FOR 21-22 EARLIER YEARS INDEXING DONE
2	Programmes Offered with Sanctioned Intake	18-19, 19-20 DATA AVAILABLE
3	Present student strength-Sem /Year-wise	ATTENTION & ADMISSION SECTION TO BE OBTAINED INDEXED
4	Year-wise Academic Documents-AR, PS, CS	MISC, 2018-2019 CHANGED TO BE INDICATED AS PER THE GUIDELINES AS SC 2018
5	Revision of Programmes and Courses with approval details	TO BE PROVIDED AS PER THE NORMS OF THE UNIVERSITY AVAILABLE
6	Time Table	AVAILABLE TO BE INDEXED
7	Notices/Circulars	AVAILABLE - SEGREGATED & INDEXED
8	Course Allocation (Teaching-Load)	AVAILABLE
9	Course Files(with all relevant contents) maintained by course leaders	21-22 AVAILABLE 20-21
10	Examination Result Reports-Batch-wise-Pass Percentages	21-22 AVAILABLE
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	TO BE PROVIDED
12	Mentor-Allocation and Minutes	AVAILABLE FOR 21-22
13	Feedback Reports	NOT AVAILABLE
14	Research and Innovation related activities (Publications/Patent/...)	AVAILABLE - TO BE SEGREGATED

University Control (Academics)

Directorate of QEP

Directorate of Applied Sciences

M.S.Ramiah University of Applied Sciences

Bangalore - 560 054

Meeting Report

Date: 25th June 2022

Venue: S1 Discussion Hall

Time: 3 pm

Agenda: Review of 2nd Internal Academic Audit Report by VC

Members Present:

1. Dr. Kuldeep K Raina, Vice Chancellor
2. Dr. Madhavan V, Professor, FPH
3. Dr. B V Sreenivasa Murthy, Dean, FDS
4. Dr. T N Srikantha Dath, Associate Dean, AA
5. Ms. Geetha B E, Head, QAC
6. Ms. Vijayalakshmi, Head, QAC

Proceedings:

- **Dr. Madhavan** presented the overall observations made during 2nd Academic Audit at Ramaiah Technology Campus. He was of the opinion that the suggestions given during 1st Academic Audit were implemented to some extent but still documentation needs lot of improvements.
- He has suggested to identify one faculty member at department level as coordinator for IQAC and training/ orientation should be given to them by IQAC in documentation, filing pattern, composition of committee, preparation of MoMs etc.
- **Dr. Sreenivasa Murthy** presented the overall observations made during 2nd Academic Audit at Gnanagangothri Campus. He was of the opinion that compared to 1st Academic Audit, there is a lot of improvement in documentation and filing but still there were some gaps where the centralised data like Budget allocation, infrastructure details, etc. need to be made available at Faculty level.
- **The Vice Chancellor** insisted to empower the HoDs, department secretaries on how to fill the data. For this IQAC members need to visit each Faculty on day today basis, identify the documents to be prepared by them, orient them and find out the progress of documentation required for accreditation processes/ Ratings / Recognitions / AAA etc.
- He insisted IQAC to develop standardised formats/ templates/ SOPs for documentation of different processes. Prepare a calendar for the same for day today interactions and MoMs should be prepared by HoDs for the interaction made and send to IQAC.
- **Dr. Srikantha Dath** has assured that verified and updated Academic Documents for all Faculties will be made available by DAA.


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Directorate of QEPET

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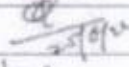

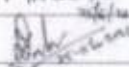
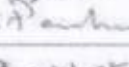
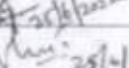
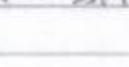


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Outcomes:

- IQAC need to develop standardised formats/ templates/ SOPs for documentation of different processes and it should be uniform across all Faculties.
- IQAC need to prepare a calendar for day today interaction at Faculty level and to proceed

Attendance:

RAMAIAH UNIVERSITY OF APPLIED SCIENCES		Internal Quality Assurance Cell (IQAC)	
Attendance Sheet			
Date: 25.6.2022			
Venue: S1, Discussion Room			
Time: 3 pm			
Agenda: Review of 2 nd Internal Academic Audit Report by VC			
Sl. No	Name	Designation	Signature
1	Dr. Kuldeep K. Rana	Vice Chancellor	
2	Prof. Madhavan V	Professor, FPH	
3	Dr. Sreenivasa Murthy	Dean, FDS	
4	Dr. Srikantha Datta	Associate Dean, AA	
5	Mr. Parameswar S	Chief, QAC	
6	Mr. Geetha B F	Head, QAC	
7	Ms. Vijayalakshmi	Head, QAC	
8			
9			
10			
11			
12			

Page 1 of 2


Chief, Quality Control (Academics)
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Consolidated Academic Audit Report

Ref.: RUAS/IQAC/AAR-RTC-0422/02

Date: 22/04/2022

Audit Venue/ Date: Ramaiah Technology Centre/ 5th, 6th and 7th April 2022

Audit Team:

DR. V. Madhavan – Prof. Research, FPH
Dr. Abby Mathew – Prof. and Dean, FHMCT
Ms. Vijayalakshmi – Head – QAC, RTC

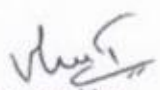
The following common observations were made by the Audit Team:

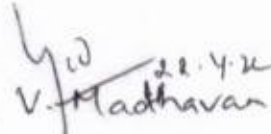
1. Faculty members across the RTC were unaware on:
 - a. Control of documents that is who is the custodian of the respective documents and or issuing authority
 - b. Authoritative signatory for day to day communications and transactions
 - c. Documents to be made available in the respective departments and in which order
 - d. Authentication and or Attestation of documents

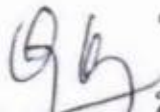
The leadership team need to decide on the points 'a' to 'c'.

Audit team informed faculty members that unauthenticated and or unattested documents are considered invalid

2. Retention period for all the documents in hard form and soft form need to be decided as many important documents and information right from 2014-15 batch till 2018-19 were found missing
3. Documents pertaining to group activities were to be made available. Faculties were informed to document authenticated; committee constitution letter, meeting notification and duly signed minutes for all the group activities including Mentor-mentee activity
4. Supporting documents pertaining to research, patents, individual profile and achievements for staff and students were to be made available
5. Faculties were informed to maintain log books for inventory, regular maintenance of equipment and calibration records where appropriate in laboratories. Clear identification with name plates need to be displayed in workshops and laboratories
6. Infrastructure upgradation at department level need to be relooked


Prepared by:
Ms. Vijayalakshmi
Head – QAC, RTC


Prof. V. Madhavan


Prof. Abby Mathew


Chief, Quality Control (Academics)
Directorate of QEPET
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Vice-Chancellor
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Third(3rd) Internal Academic Audit Schedule

Dear Sir/Madam,

This is for your kind information that the third Internal Academic Audit is scheduled on **13th September 2022**. The schedule is as shown below.

Date	Time	Faculty	Dean	HoD	Audit team
13th September 2022(Tuesday)					
Gnana Gangothri Campus	9 am to 10 am	FHMCT	Prof. Abby Mathew	Mr. Shyam Prasad Mr. Rajesh. S Ms. Shashi Binani Ms. Ankita Sharma Dr. Sweety Jamgade	Dr. T.N.Srikantha Dath Ms. Sweety Jamgade and Ms. Geetha B.E.
	10-15 am to 11-30 am	FLAHS	Dr. Krishnamurthy Jayanna	Dr. Rohini Keshava Dr. Nanje Gowda N A Dr. Tushar Shaw	Dr. T.N.Srikantha Dath Dr. Raja Durai M and Ms. Geetha B.E.
	11-45 am to 12 pm	FDS	Dr. Silju Mathew	Dr. Swaroop Hegde Dr. Nagaraju Rakesh Dr. Ranganath K Dr. Sowmya SV Dr. Prashantha G S Dr. Dhananjaya G Dr. Kranti. K Dr. Ravishankar K Dr. Pushpanjali K	Dr. T.N.Srikantha Dath Dr. Sowmya S V and Ms. Geetha B.E.
	12-15 pm to 1-15 pm	FMC	Dr. Anindya Sen	Dr. Sharath Kumar K.M	Dr. T.N.Srikantha Dath Ms. Shilpa R G and Ms. Geetha B.E.
	2-30 pm to 3-30 pm	FPH	Dr. Bharath S	Dr. Harish Kumar D R Dr. Ashoka Babu V L Dr. Basavaraj B V Dr. Anbu J	Dr. T.N.Srikantha Dath Dr.Sindhu Abraham and Ms. Geetha B.E.
19th September 2022(Monday)					
Ramalah Technology Campus	10 am to 1pm	FET	Dr. Dilip Kumar Mahanty	Dr. A. T Sriram Dr. Nayana N. Patil Dr. Pushphavathi T P Dr. Malathi S Dr. Mahendra Babu N C	Dr. Silju Mathew Dr. Dayananda B S and Ms. Vijayalakshmi T
	2 pm to 3 pm	FAD		Dr. Mamatha G. Hegde Mr. H. S. Lohit	Dr. Silju Mathew Ms. Archana P Patil and Ms. Vijayalakshmi T
	3 pm to 4 pm	FMPS		Dr. T Niranjana Prabhu Dr. Premakumar H B Dr. S Chandan Kumar	Dr. Silju Mathew Dr. Jyotsna Kumar Ms. Vijayalakshmi T

S. Parameshwar
Parameshwar. S
Member Secretary, *16/9/22*
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

K. K. Raina
Prof. K. K. Raina
Vice Chancellor

Name of the Faculty :

Date:

13.09.2022

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15	MoU details (National and International)	✓
16	Faculty profiles	✓
17	FDP Conducted	✓
18	Budget allocation and its utilisation	✓
19	Achievements (Students and Faculties)	✓
20	SWOC (Strengths-Weakness-Opportunities-Challenges)	✓

Other Observations and Recommendations

Modulation for the report containing amendments are maintained separately for inspection. Good practice to be improved. Budget approved by University authorities not furnished. Infrastructure and faculty development (lab) as core areas.

Modulation for the report containing amendments are maintained separately for inspection. Good practice to be improved.

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Srikantha Dath	13.09.2022
2	Ms. Geetha B E	13/9
3	Dr. Suseetha Jangale	13/9/2022

Signature of the Dean

Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor

V. Nagaraj

3rd ACADEMIC AUDIT REPORT (Sept. 2022)

Ref.No: RUAS/IOAC/AA - 092022

Name of the Faculty : FLATHS.

Date: 13.09.2022

Name of the Department: Allied Health Science, FTA&T

Observations from Auditor's Team

1	BOS Composition and Mom	Available
2	Programmes Offered with Sanctioned Intake	Details available.
3	Present student strength-Sem /Year-wise	Copies approved by the 4001/years to be available.
4	Year-wise Academic Documents-AR, PS, CS	Details available.
5	Revision of Programmes and Courses with approval details	Details available.
6	Time Table	Commons & Approaches - Program 2 index available.
7	Notices/Circulars	Passes Circulars are disseminated through weekly, if even.
8	Course Allocation (Teaching-load)	typed. Details available.
9	Course Files(with all relevant contents) maintained by course leaders	Hand copies available.
10	Examination Result Reports-Batch-wise-Pass Percentages	Circulars/Emails/notice released 2 weeks in advance. Known to all.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	status good.
12	Mentor-Allocation and Minutes	Allocation & remain available.
13	Feedback Reports	openhouse conducted, forms were collected & discussed by dept meet. Need feedback from all stakeholders
14	Research and Innovation related activities (Publications/Patent/...)	Maintained well.

DAAPC

— 1104.

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Chief, Quality Control (Academics)

Directorate of QEPET

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15	MoU details (National and International)	Actions taken on MoU - Quarterly review happening, analysis report to be available.
16	Faculty profiles	Available.
17	FDP Conducted	Available.
18	Budget allocation and its utilisation	Budget approved by authority not available. Management's headcount not maintained.
19	Achievements (Students and Faculties)	Dept. level achievements & debenture to be initiated.
20	SWOC (Strengths-Weakness-Opportunities-Challenges)	

Other Observations and Recommendations

A process for arriving at a topic for FDP is underway. To identify training needs, coordinators interact with faculty to arrive at a topic.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Srikantha Dath	
2	Ms. Geetha B E	
3		

Faculty of Life & Allied Health Sciences
M.S. Ramaiah University of Applied Sciences
Bangalore-560054

Signature of the Dean
DEAN

Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

3rd ACADEMIC AUDIT REPORT (Sept. 2022)

Ref.No: RUAS/IOAC/AA - 092022

Name of the Faculty: Dr. C. S. S. S.

Date: 13.09.2022

Name of the Department: B.Com, BBA, M.Com & MBA

Observations from Auditor's Team

1	BOS Composition and Mom	✓	
2	Programmes Offered with Sanctioned Intake	✓	Approved copies to be made available by the University.
3	Present student strength-Sem /Year-wise	✓	
4	Year-wise Academic Documents-AR, PS, CS	✓	
5	Revision of Programmes and Courses with approval details	✓	
6	Time Table	✓	2017-18 norms needed. Long Summary - available
7	Notices/Circulars	✓	
8	Course Allocation (Teaching-Load)	✓	
9	Course Files (with all relevant contents) maintained by course leaders	✓	Current course files are available. Previous Semesters / Year files needed.
10	Examination Result Reports-Batch-wise-Pass Percentages	✓	
11	Academic Infrastructure (labs/Facilities/Workshops/Studios)	✓	Refer to Budget + Utilization. 10% faculty enhancement (spare) - spare file for Month-Monthly utilization needed. feedback are file kept.
12	Mentor-Allocation and Minutes	✓	
13	Feedback Reports	✓	
14	Research and Innovation related activities (Publications/Patent/...)	✓	Refer to 'Innovation' area for report 2021



Registrar

15	MoU details (National and International)
16	Faculty profiles
17	FDP Conducted
18	Budget allocation and its utilisation
19	Achievements (Students and Faculties)
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis

Details needed June 2017-18 ,
Budget utilisation in microscopy department .
Details needed for 2017-18 .

Other Observations and Recommendations

- Alumni file needed and updated
- Value Added Course - needed for 2017-18

	Name of the Auditors	Signature of the Auditors with Date
1	Dr.Srikantha Dath	 13.9.2022
2	Ms.Geetha B E	 13/9/2022
3	Ms. Shilpa K. G	 13/9/2022

Signature of the Dean

Chief, Quality Control (Academics)
Directorate of QEPET
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor



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Bangalore - 560 054

Name of the Faculty: AP/14

B.Pharm, M.Pharm & Pharm.D.

13.09.2022

1	BOS Composition and MoM
2	Programmes Offered with Sanctioned Intake
3	Present student strength-Sem /Year-wise
4	Year-wise Academic Documents-AR, PS, CS
5	Revision of Programmes and Courses with approval details
6	Time Table
7	Notices/Circulars
8	Course Allocation (Teaching-Load)
9	Course Files(with all relevant contents) maintained by course leaders
10	Examination Result Reports-Batch-wise-Pass Percentages
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)
12	Mentor-Allocation and Minutes
13	Feedback Reports
14	Research and Innovation related activities (Publications/Patent/...)

2020-21, 2021-22, 2022-23 - approved University copies needed.
 (entiret copies needed).

~~De~~ Maintenance 1 from 2017-18-2 ~~17~~

to be maintained from 2017-18

Statue quo.

known for collecting feedback from stakeholders to be taken

Chief, Quality Control (Academics)

M. S. Ramalah University of Applied Sciences
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Registrar
University of Applied Sciences
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3rd ACADEMIC AUDIT REPORT(Sept.2022)

Ref.No: RUAS/IOAC/AA - 092022

Name of the Faculty : FDs

Name of the Department: BOS & MDS

Date: 13.09.2022

Observations from Auditor's Team

1	BOS Composition and MoM
2	Programmes Offered with Sanctioned Intake
3	Present student strength-Sem /Year-wise
4	Year-wise Academic Documents-AR, PS, CS
5	Revision of Programmes and Courses with approval details
6	Time Table
7	Notices/Circulars
8	Course Allocation (Teaching-load)
9	Course Files(with all relevant contents) maintained by course leaders
10	Examination Result Reports-Batch-wise-Pass Percentages
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)
12	Mentor-Allocation and Minutes
13	Feedback Reports
14	Research and Innovation related activities (Publications/Patent/...)

✓
✓
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✓

Time Table allotment depend delivery captured comprehensively the due
google form and hand copy.

Other members of faculty result data can be supplied.
Inspection done by Teacher all.

Chief, Quality Control (Academics)
Directorate of QEPET
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15	Mou details (National and International)	✓
16	Faculty profiles	✓
17	FDP Conducted	✓
18	Budget allocation and its utilisation	✓ Approved Budget not available
19	Achievements (Students and Faculties)	✓
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	2022-25 document available.. Implementation plan in progress.

Other Observations and Recommendations

CO-PO mapping to be related with ASDS ENIDS

Registrar

M.S. Ramiah University of Applied Sciences
Bangalore - 560 054

	Name of the Auditors	Signature of the Auditors with Date
1	Dr.Srikantha Dath	 13/9/22
2	Ms.Geetha B E	 13/9/22
3	Dr. SOMAYA.S.V.	 13/9/22

Signature of the Dean

Faculty of Dental Sciences
M.S. Ramiah University of Applied Sciences
Bangalore - 560 054

Chief, Quality Control (Academics)
Directorate of QEPET

M.S. Ramiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor



3rd ACADEMIC AUDIT REPORT (Sept. 2022)

Ref.No: RUAS/IOAC/AA - 092022

Name of the Faculty :

Art and Design

Date:

27/9/22

Name of the Department:

Fashion Design and Industrial Design.

Observations from Auditor's Team

1	BoS Composition and MoM	BoS available from 2019-22, MoS 2021-22 to be updated available.
2	Programmes Offered with Sanctioned Intake	available.
3	Present student strength-Sem /Year-wise	available; 2022 NED revision to be updated
4	Year-wise Academic Documents-AR, PS, CS	available.
5	Revision of Programmes and Courses with approval details	available (Committee decision + MoM to be updated)
6	Time Table	available
7	Notices/Circulars	available
8	Course Allocation (Teaching-Load)	available
9	Course Files(with all relevant contents) maintained by course leaders	available
10	Examination Result Reports-Batch-wise-Pass Percentages	available.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	available, attention needed.
12	Mentor-Allocation and Minutes	available, attention needed.
13	Feedback Reports	available, unsolicited report to HOD + Dean. Signatures to be updated
14	Research and Innovation related activities (Publications/Patent/...)	available, except for 2015-16, 2017-18, 2019-20

Chief, Quality Control (Academics)
Directorate of QEPET
M.S.Ramaiah University of Applied Sciences
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15	Mou details (National and International)
16	Faculty profiles
17	FDP Conducted
18	Budget allocation and its utilisation
19	Achievements (Students and Faculties)
20	SWOC(Strengths-Weakness-Opportunities-Challenges)

Available, Attention to be done.
Available, Attention to be done.
Available.
Available, only proposal available.
Available.
Available, to be structured, specifications and statistical techniques to be provided.

Other Observations and Recommendations

1. Documentation is structured and need to be updated to 2022-23
2. All documents to be structured and attached.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Silju Mathew	
2	Ms. Vijayalakshmi	
3		


Signature of the Dean

Chief, Quality Enhancement
Directorate of QI/DET
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054


Signature of the Vice Chancellor

3rd ACADEMIC AUDIT REPORT (Sept. 2022)

Ref.No: RUAS/IAAC/AA - 092022

Name of the Faculty :

Engineering & Technology

Date:

02/9/22

Name of the Department:

Electrical Engineering

Observations from Auditor's Team

1	BOS Composition and MoM	Attendance to be duly signed.
2	Programmes Offered with Sanctioned Intake	KEA & RUAS documents to be updated
3	Present student strength-Sem /Year-wise	Indexing & Segregation to be done
4	Year-wise Academic Documents-AR, PS, CS	Available, indexing & attention to be done, binding to be done
5	Revision of Programmes and Courses with approval details	Indexing & Structuring to be done
6	Time Table	MoM not updated.
7	Notices/Circulars	Indexing to be done.
8	Course Allocation (Teaching-load)	2019-2022 available, rest to be updated
9	Course Files(with all relevant contents) maintained by course leaders	Indexing & Segregation to be done.
10	Examination Result Reports-Batch-wise-Pass Percentages	Indexing & Action taken reports to be updated
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Indexing & Structuring to be done
12	Mentor-Allocation and Minutes	Available upto 2021
13	Feedback Reports	Indexing & Structuring to be done, action taken report to be updated
14	Research and Innovation related activities (Publications/Patent/...)	Available

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Bangalore - 560 054

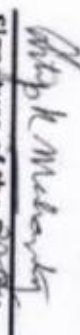
15	MoU details (National and International)
16	Faculty profiles
17	FDP Conducted
18	Budget allocation and its utilisation
19	Achievements (Students and Faculties)
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis

Indexing & Structuring to be done available
 Indexing & Attention required
 Sub main document available, with Indexing & Attention of documents available.
 available.

Other Observations and Recommendations

1. Documentation to be improved with indexing & structuring
2. Budget to define and templates to be provided

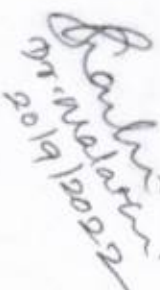
	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Silju Mathew	
2	Ms. Vijayalakshmi	
3	Dr B. S. Dargavane	


 Signature of the Dean

Chief, Quality Control (Academic)
 Directorate of QEPET
 M.S. Ramaiah University of Applied Sciences
 Bangalore - 560 054

Signature of the Vice Chancellor




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3rd ACADEMIC AUDIT REPORT (Sept. 2022)

Ref.No: RUAS/IOAC/AA - 092022

Name of the Faculty :

Engineering & Technology

Date:

21/9/22

Name of the Department:

Civil Engineering

Observations from Auditor's Team

1	BOS Composition and MoM	Available.
2	Programmes Offered with Sanctioned Intake	KEA & Ruas documents to be updated
3	Present student strength-Sem /Year-wise	Available.
4	Year-wise Academic Documents-AR, PS, CS	Binding & attestation to be done, 2021-2022 documents available
5	Revision of Programmes and Courses with approval details	Yes MoM to be added/included
6	Time Table	Yes MoM to be included
7	Notices/Circulars	Indexing & Structuring to be done
8	Course Allocation (Teaching-load)	Attestation to be done
9	Course Files(with all relevant contents) maintained by course leaders	to be made available for all courses.
10	Examination Result Reports-Batch-wise-Pass Percentages	Indexing & Structuring needed
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Indexing & Structuring needed
12	Mentor-Allocation and Minutes	" EOP to copy to be included
13	Feedback Reports	Consolidation required, ATR pending
14	Research and Innovation related activities (Publications/Patent/...)	documents need to be updated

Chief, Quality Council (Academics)
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15	MoU details (National and International)
16	Faculty profiles
17	FDP Conducted
18	Budget allocation and its utilisation
19	Achievements (Students and Faculties)
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis


Not updated.
available.
indexing and attestation required
Budget documents to be submitted
available.
Available.

Other Observations and Recommendations

1. A Systematic + Structure documentation process to be followed with attached
2. Budget documents to be submitted.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Silju Mathew	 20/9/12
2	Ms. Vijayalakshmi	 20/9/12
3	Mr. B.S. Dayanand	 20.9.2012

Neelima N. Reddy
HOD


Signature of the Dean

Chief, Quality Control (Academics)
Directorate of QEPET

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor



Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

3rd ACADEMIC AUDIT REPORT (Sept. 2022)

Ref.No: RUAS/IOAC/AA - 092022

Name of the Faculty :

Engineering & Technology

Date:

20/9/22

Name of the Department:

Mechanical Engineering

Observations from Auditor's Team

1	Bos Composition and Mom	Available from 2014
2	Programmes Offered with Sanctioned Intake	KEA & RUAT documents to be updated update on student progression.
3	Present student strength-Sem /Year-wise	Approved & Attached documents needed.
4	Year-wise Academic Documents-AR, PS, CS	Attention needed.
5	Revision of Programmes and Courses with approval details	report no witness to faculty members to be updated
6	Time Table	available.
7	Notices/Circulars	to be indexed
8	Course Allocation (Teaching-Load)	updated
9	Course Files(with all relevant contents) maintained by course leaders	updated
10	Examination Result Reports-Batch-wise-Pass Percentages	Action taken report to be updated.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Indexing & Structuring to be done.
12	Mentor-Allocation and Minutes	Mom document is incomplete.
13	Feedback Reports	Indexing & Structuring to be done, Action taken report to be updated.
14	Research and Innovation related activities (Publications/Patent/...)	Indexing & Structuring to be done

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15	MoU details (National and International)	
16	Faculty profiles	
17	FDP Conducted	
18	Budget allocation and its utilisation	
19	Achievements (Students and Faculties)	
20	SWOC(Strengths-Weakness-Opportunities-Challenges) Analysis	Indexing & structuring to be done, Dept level MoU to be filed available. ? attached report, indexing report to be done. and with document available, with getting allocation document ready submit incomplete available.

Other Observations and Recommendations

1. Indexing & structuring of documents needed.
2. Budget to be structured & documented.
3. Feedback from all stakeholders and action taken report to be maintained
4. Uniform templates & process across all faculty at RUAS.

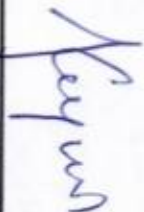
	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Silju Mathew	 30/11/22
2	Ms. Vijayalakshmi	 20/9/22
3	Dr. B. S. Dargamudi	 20.9.22

Dr. T. N. Srikantiah Datta


Signature of the Dean

Chief, Quality Committee (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor



3rd ACADEMIC AUDIT REPORT (Sept. 2022)

Ref.No: RUAS/IAAC/AA - 092022

Name of the Faculty :

Faculty of Engineering & Technology

Date:

20/9/22

Name of the Department:

Computer Science Engineering (CSE)

Observations from Auditor's Team

1	BOS Composition and Mom	Attendance of documents to be done
2	Programmes Offered with Sanctioned Intake	KEA & RUS documents to be updated
3	Present student strength-Sem /Year-wise	update on 8th sem Progression.
4	Year-wise Academic Documents-AR, PS, CS	Approved & asked documents needed
5	Revision of Programmes and Courses with approval details	Attendance needed.
6	Time Table	Updated
7	Notices/Circulars	Logbook Review & attendance needed
8	Course Allocation (Teaching-Load)	Attendance needed
9	Course Files(with all relevant contents) maintained by course leaders	Updated
10	Examination Result Reports-Batch-wise-Pass Percentages	Logbook's done analysis to be updated.
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	Updated.
12	Mentor-Allocation and Minutes	Academic report to be updated
13	Feedback Reports	Comprehensive feedback with all the holder data is Academic report to be updated
14	Research and Innovation related activities (Publications/Patent/...)	Updated




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15	Mod details (National and International)	to be updated, to be collected from KUST & copy maintained & made available.
16	Faculty profiles	available.
17	FDP Conducted	A structured system for budget process to be evolved from KUST & implemented.
18	Budget allocation and its utilisation	available.
19	Achievements (Students and Faculties)	Action taken to be updated.
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	

Other Observations and Recommendations

1. A systematic & structured documentation process to be followed.
2. A structured system for budget process to be planned and implemented.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Silju Mathew	 20/9/22
2	Ms. Vijayalakshmi	 20/9/22
3	Dr. B. S. Dhanaraj	 20/9/22


Signature of the Dean

Chief, Quality Control (Academics)

Directorate of QEPET

M.S. Ramaiah University of Applied Sciences

Bangalore - 560 054

Signature of the Vice Chancellor

Dr. Prashanthan J. P
[HOD, Dept of ASE]
20/9/2022

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Bangalore - 560 054

3rd ACADEMIC AUDIT REPORT (Sept. 2022)

Ref.No: RUAS/IQAC/AA - 092022

Name of the Faculty :

Faculty of Engineering & Technology

Date:

20/9/22

Name of the Department:

Automotive & Aeronautical Engineering

Observations from Auditor's Team

1	BoS Composition and MoM	Available for 2014,
2	Programmes Offered with Sanctioned Intake	KEAT RUAS Document not available.
3	Present student strength-Sem /Year-wise	Student progression brochure to be maintained.
4	Year-wise Academic Documents-AR, PS, CS	Approved copy to be uploaded.
5	Revision of Programmes and Courses with approval details	Attention needed.
6	Time Table	- uploaded, Action taken way to be documents.
7	Notices/Circulars	- uploaded to be indexed
8	Course Allocation (Teaching-Load)	Available to be indexed
9	Course Files(with all relevant contents) maintained by course leaders	- available.
10	Examination Result Reports-Batch-wise-Pass Percentages	Action taken on result analysis to be uploaded
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	- available, to be photo documentary.
12	Mentor-Allocation and Minutes	- documents to be attached.
13	Feedback Reports	- Action taken report to be uploaded
14	Research and Innovation related activities (Publications/Patent/...)	- need to be furnished with report

[Signature]
Chief, Quality Control (Academics)
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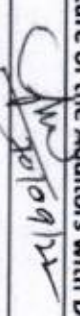


[Signature]
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15	MoU details (National and International)
16	Faculty profiles
17	FDP Conducted
18	Budget allocation and its utilisation
19	Achievements (Students and Faculties)
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis

having 4 structures not clear to be done.
available.
attention pending
Budget pending
pending pending
to be updated

Other Observations and Recommendations

1. Documentation to be structured properly as sequencing to be done.
2. Budget documentation to be organized and templates prepared.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Silju Mathew	 20/09/22
2	Ms. Vijayalakshmi	 20/09/22
3	Dr. B.S. Jayaraman	 20.9.22


Dr. T.N. Arunkumar Date


Signature of the Dean

Chief Quality Control Officer
Directorate of Quality
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor




Dr. A.S. Sarin
20/09/22

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

15	MoU details (National and International)	
16	Faculty profiles	
17	FDP Conducted	
18	Budget allocation and its utilisation	
19	Achievements (Students and Faculties)	
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	




available.
 Indexing & attestation required.
 Utilization & allocation of funds document pending
 available.
 available.

Registrar

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Other Observations and Recommendations

1. Mr. Rajaraj Kumar has not submitted his personal file. Submitted
2. Documents to be indexed & structured
3. Financial Budget Documents to be structured


	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Silju Mathew	 20/9/22
2	Ms. Vijayalakshmi	 20/9/22
3	Mr. B.S. Dayananda	 20.9.22


 Signature of the Dean

Chief, Quality Control (Academics)
 Directorate of QEPET
 M.S. Ramaiah University of Applied Sciences
 Bangalore - 560 054

Signature of the Vice Chancellor




 Registrar
 20/9/2022

3rd ACADEMIC AUDIT REPORT(Sept.2022)

Ref.No: RUAS/IQAC/AA - 092022

Name of the Faculty :

Engineering & Technology

Date:

22/9/22

Name of the Department:

Electronics and Communication Engineering

Observations from Auditor's Team

1	BoS Composition and MoM
2	Programmes Offered with Sanctioned Intake
3	Present student strength-Sem /Year-wise
4	Year-wise Academic Documents-AR, PS, CS
5	Revision of Programmes and Courses with approval details
6	Time Table
7	Notices/Circulars
8	Course Allocation (Teaching-Load)
9	Course Files(with all relevant contents) maintained by course leaders
10	Examination Result Reports-Batch-wise-Pass Percentages
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)
12	Mentor-Allocation and Minutes
13	Feedback Reports
14	Research and Innovation related activities (Publications/Patent/...)

Attendance to be duly signed.
K&A & RUS documents to be updated
Indexing & Structuring to be completed
Indexing, Attestation & Binding to be done.
Indexing & Structuring to be done

MoM Not updated

Indexing to be done

2019-22 available ver to be updated

Indexing & Segregation to be done

Indexing & Action taken report to be updated.

Indexing & Structuring to be done

Available

Action taken report to be updated, indexing & structuring required.

Available

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Chief, Quality Control (Academics)
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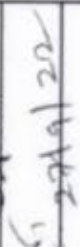
15	MolJ details (National and International)
16	Faculty profiles
17	FDP Conducted
18	Budget allocation and its utilisation
19	Achievements (Students and Faculties)
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis


No MoU documents available to be attached.
Incomplete to be segregated not available.
not available.
not available.

5/

Other Observations and Recommendations

1. All documents to be prepared, structured and attached (to be labelled)
2. Documents to be updated and completed and not available to be completed ASAP.

Name of the Auditors	Signature of the Auditors with Date
1 Dr. Silju Mathew	
2 Ms. Vijayalakshmi	
3	


Signature of the Dean


Chief, Quality Control (Academics)

Directorate of QEPET

M.S. Ramiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor



3rd ACADEMIC AUDIT REPORT(Sept.2022)

Ref.No: RUAS/IQAC/AA - 092022

Name of the Faculty :

Mathematics and Physical Sciences

Date:

27/9/22

Name of the Department:

Mathematics and Statistics

Observations from Auditor's Team

1	BoS Composition and MoM
2	Programmes Offered with Sanctioned Intake
3	Present student strength-Sem /Year-wise
4	Year-wise Academic Documents-AR, PS, CS
5	Revision of Programmes and Courses with approval details
6	Time Table
7	Notices/Circulars
8	Course Allocation (Teaching-Load)
9	Course Files(with all relevant contents) maintained by course leaders
10	Examination Result Reports-Batch-wise-Pass Percentages
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)
12	Mentor-Allocation and Minutes
13	Feedback Reports
14	Research and Innovation related activities (Publications/Patents/...)

document to be attested and internal documents from RAS to be updated, Use approval/feedback from RAS to be updated for MSc, BSc-2018 to be updated documents to be attested and structured incomplete, need to be structured as updated for 2018 to 2022 to be indexed -
to be updated for 2018 to 22 documents to be updated, for MSc 2020-21, 2021-22 only available. BSc to be updated 2018-19, 2019-20 documents to be indexed and attested only MSc + BSc available up to 2021-22 available for 2019 to 2022, to update for 2018-19.
The plan to be more available + filed accordingly - available only for 2021-22, to be updated for 2018 onwards. ERP copies to not available; consolidated report prepared by the staff to be reviewed and signed.

Chief, Quality Control (Academics)

Directorate of QEPET

M.S.Ramiah University of Applied Sciences
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15	MoU details (National and International)	NO MOU's available to be attested. Partially available to be updated proposal available. available, need to be updated available to be attested
16	Faculty profiles	
17	FDP Conducted	
18	Budget allocation and its utilisation	
19	Achievements (Students and Faculties)	
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis	

Other Observations and Recommendations

1. Documentation to be structured, indexed and attested.
2. incomplete files to be updated ASAP

Name of the Auditors	Signature of the Auditors with Date
1 Dr. Silju Mathew	
2 Ms. Vijayalakshmi	
3	


Signature of the Dean



Signature of the Vice Chancellor

3rd ACADEMIC AUDIT REPORT(Sept.2022)

Ref.No: RUAS/IQAC/AA - 092022

Name of the Faculty : Mathematics & Physical Science

Date: 22/9/22

Name of the Department: Physics

Observations from Auditor's Team

1	BoS Composition and MoM
2	Programmes Offered with Sanctioned Intake
3	Present student strength-Sem /Year-wise
4	Year-wise Academic Documents-AR, PS, CS
5	Revision of Programmes and Courses with approval details
6	Time Table
7	Notices/Circulars
8	Course Allocation (Teaching-Load)
9	Course Files(with all relevant contents) maintained by course leaders
10	Examination Result Reports-Batch-wise-Pass Percentages
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)
12	Mentor-Allocation and Minutes
13	Feedback Reports
14	Research and Innovation related activities (Publications/Patent/...)

available to be structured & indexed.
 Sanctioning documents of K&A&L to be updated & available.
 documents to be attached & structured.
 incomplete, empty file.
 to be indexed.
 to be indexed.
 to be updated & 2022-23.
 to be indexed, attached as structured.
 My 2021-22 available, 2022-23 to be updated.
 to be filed as instructed.
 to be filed as attached.
 ERP report with, HOD & Dean Comments to be updated.
 to be attached. - available

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15	MoU details (National and International)
16	Faculty profiles
17	FDP Conducted
18	Budget allocation and its utilisation
19	Achievements (Students and Faculties)
20	SWOC (Strengths-Weakness-Opportunities-Challenges) Analysis


Not available.
Available, to be attested.
Available, to be structured as instructed
Report available for 2021, sent to be updated
Not available.
available, opportunities to be updated


Other Observations and Recommendations

1. All documents to be updated, structured, indexed and attested.
2. Document to be updated for Academic year 2021-22

Name of the Auditors	Signature of the Auditors with Date
1 Dr. Silju Mathew	 27/9/22
2 Ms. Vijayalakshmi	 27/9/22
3	


Signature of the Dean
27/9/22


Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054


Signature of the Vice Chancellor

3rd ACADEMIC AUDIT REPORT(Sept.2022)

Ref.No: RUAS/IQAC/AA - 092022

Name of the Faculty :

Dr. Chemist & Physical Sciences

Date:

22/9/22

Name of the Department:

Chemistry

Observations from Auditor's Team

1	BoS Composition and MoM	Available.
2	Programmes Offered with Sanctioned Intake	Sanctioned Number of KFA & RUAS to be updated.
3	Present student strength-Sem /Year-wise	to be updated with 2022-19, index to be attached.
4	Year-wise Academic Documents-AR, PS, CS	available, to be issued & Structured
5	Revision of Programmes and Courses with approval details	has been to be updated
6	Time Table	to be updated in Committee MoM, as attached.
7	Notices/Circulars	to be indexed and attached.
8	Course Allocation (Teaching-Load)	Stake Quo-
9	Course Files(with all relevant contents) maintained by course leaders	Available.
10	Examination Result Reports-Batch-wise-Pass Percentages	available from 2019-20
11	Academic Infrastructure (Labs/Facilities/Workshops/Studios)	to be made available.
12	Mentor-Allocation and Minutes	Available.
13	Feedback Reports	CRP consolidated report with HOD & Dean inputs to be updated.
14	Research and Innovation related activities (Publications/Patent/...)	to be attached

Chief, Quality Control (Academics)

Directorate of QEPET

M.S.Ramalah University of Applied Sciences

Bangalore - 560 054

Registrar
M.S. Ramalah University of Applied Sciences
Bangalore - 560 054

Report

Date: 19.10.2022

Venue: S1, Board Room

Time: 11.00 am onwards

NAAC Awareness Programme on Financial Metrics of SSR by Dr. P N Razdan, Principal Advisor, QAEC, GEF (M)

Members Present:

1. Dr. Kuldeep K Raina, Vice Chancellor
2. Dr. P N Razdan, Principal Advisor — Quality Assurance and Excellence Cell, GEF (M)
3. Prof. Govind R Kadambi, PVC – Research
4. Dr. Om Prakash Kharbanda - PVC – Health Sciences
5. Dr. G S Venkatesh, Registrar
6. Sh. T. Venugopala Sastry, CFO
7. Dr. Medha Y Rao, Dean- Academics
8. Sh. Udayakumar Shetty, Head-F&A
9. Prof. Ashok C Meti, CoE
10. Dr. Soma Chaki, Assoc. Dean- Academics
11. Dr. T.N. Srikantha Dath, Associate Dean- Academics
12. Sh. Jyothi Shankar, Director-DTSLD
13. Dr. Sharath Kumar, Director Research Division
14. Dr. Nanda Kumar B S, Deputy Director, Clinical Research
15. Dr. Reema Chaudhury, Director- DSA
16. Dr. Rohini Keshava, HoD, Biotech-FLAHS
17. Sh. Shanthamurthy, Manager-F&A
18. Sh. Nagesh T R, Chief Manager, ICT
19. Dr. Ashok D, Librarian
20. Sh. Pavan S Yadav, Asst Manager- Office of Registrar
21. Ms. Vijayalakshmi, Head, QAC
22. Ms. Prathima Mohan, Corporate Trainer, QAC
23. Ms. Madhu B K, Deputy Coordinator, QAEC, GEF (M)
24. Ms. Priyanka, Executive, QAEC, GEF (M)
25. Ms. Geetha B E, Head, QAC
26. Sh. Parameshwar. S, Chief, QAC

Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
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The Hon'ble Vice Chancellor welcomed all the members to the programme and briefed up on the agenda of the programme.

The following are the proceedings of the programme:

- Dr. Razdan appraised the members about the importance of scoring highest scores in Quantitative Metrics which can be substantiated with all relevant supporting documents as well as relatively scoring good in Qualitative metrics for better overall grade.
- During the presentation, emphasis on 13 metrics required for DVV and other 52 supporting documents spread across all seven criteria related to Finance and accounts were elaborated.
- Requested Finance and Accounts department and all other stakeholders to ensure authenticated documents wherever financial transactions have been taken place.
- Shri T. Venugopala Sastry, CFO, ensured that if any financial assistance was taken from GEF(M), proper documents (common bills and financial statements) can be maintained for availing the service from the office.
- Vice Chancellor informed that all data pertaining to Finance and Accounts to match with the relevant Audited statements authorised by the CA for including in the SSR
- Vice Chancellor and Dr P N Razdan sought the support from the Finance team to furnish the appropriate data discussed to speed up the SSR process
- Registrar in discussion with Vice Chancellor announced the following arrangements about the Senior leadership members mentoring the criteria leaders:

Criteria	Mentor	Criteria In-Charge
1 and 7	Dr. Medha Rao	Dr. Soma Chaki ,Dr. Srikantha Dath and Mr. Jyothi Shankar
2 and 6	Prof Govind Kadambi	Prof. Ashok Meti and Mr. Paramesh
3	Dr. Om Prakash Kharbanda	Dr. Sharath and Dr. Nanda Kumar
4	Dr. Savita Ravindran	Mr. Nagesh T R and Mr. Ashok. D
5	Dr. G S Venkatesh	Dr. Reema Chaudhury

- It was decided that the mentors allotted to periodic meetings with the allotted criteria leader and representatives for faster progress and finalisation of SSR
- NAAC war room place allotment was discussed for which Vice Chancellor informed to use S11 Board Room
- 3rd Academic Audit and 2nd Administrative Audit reports were also discussed briefly and it was assured that GEF (M) office will procure the centralised data like documents related to finance, infrastructure etc.

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Programme ended with vote of thanks from Vice Chancellor and expressing gratitude to Dr. P N Razdan for his valuable inputs on the subject.

Attendance



Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Date: 19.10.2022

Venue: S1, Board Room

Time: 11.00 am onwards

NAAC meeting - Financial Metrics address by Dr. P N Razdan

"NAAC Awareness Programme on Financial Metrics of SSR" by Dr. P N Razdan

Sl. No	Name	Designation	Signature
1	Dr. Kuldeep K Raina	Vice Chancellor	
2	Dr. P N Razdan	Principal Advisor - Quality Assurance and Excellence Cell, SEF (M)	
3	Prof. Govind R Kadambi	PVC - Research	
4	Dr. Anandya Sen	PVC - Social Sciences	
5	Dr. Om Prakash Kharbanda	PVC - Health Sciences	
6	Dr. G S Venkatesh	Registrar	
7	Dr. Medha Rao	Dean, Academics	
8	Dr. Soma Chakri	Asst. Dean - Academics	
9	Parameeshwari S	Chief - SAC	
10	Dr. Prasanna Chaudhury	Director - Student Affairs	
11	Shankarumathy	Manager - BSR	

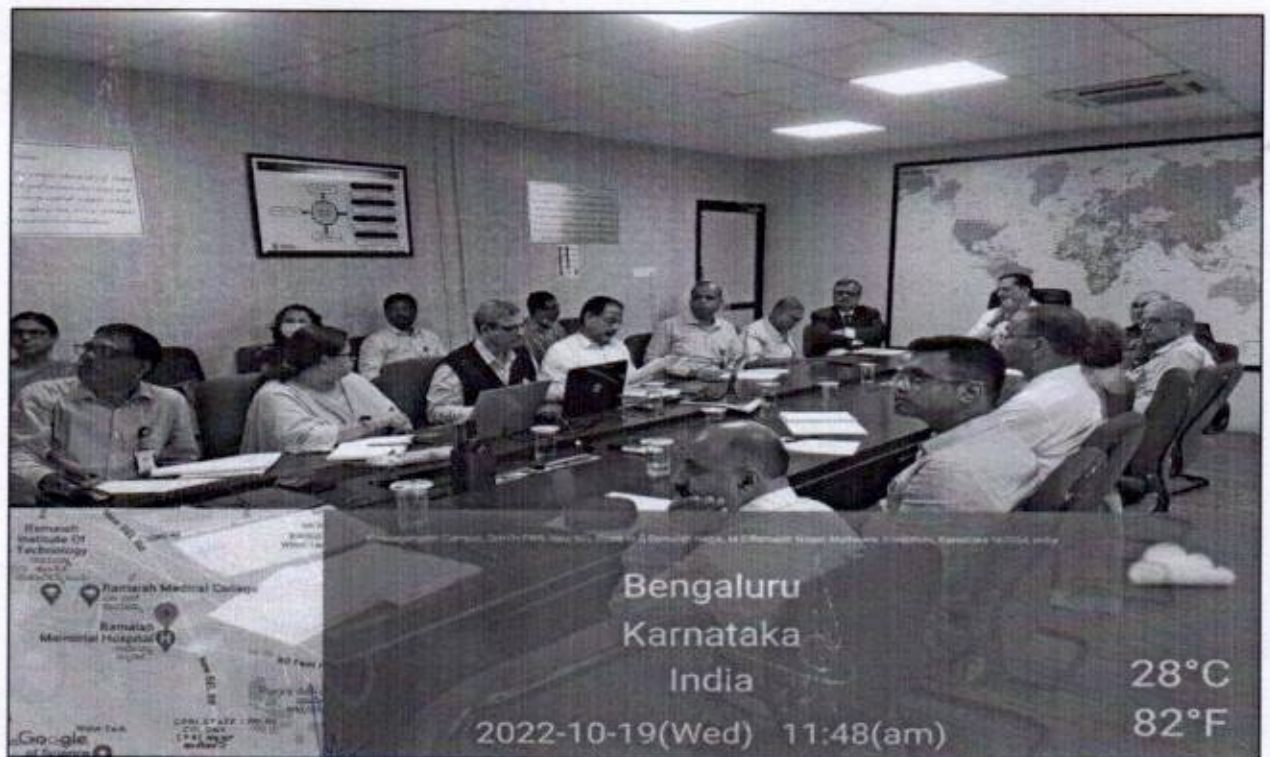
Page 2 of 3

12	Udayakumar Gity	Asst - PFA	
13	Vandana Reddy	Asst - PFA	
14	Dr. P N Razdan	Asst - PFA	
15	Dr. N. Srinivas Reddy	Asst. Director	
16	Jyothi Shankar	Director - DTS/ED	
17	Srinath Kumar	Asst. Director	
18	Rohini Reddy	Asst. Director	
19	Madhavi T.R.	Asst. Director - IET	
20	Dr. Ashwini D	Asst. Director	
21	Pooja Sharma	Asst. Director	
22	Vijayalakshmi	Asst. Director	
23	Rohini Reddy	Asst. Director	
24	Pooja Sharma	Asst. Director	
25	Dr. Nanda Kumar	Asst. Director	
26	Dr. Nanda Kumar	Asst. Director	
27	Dr. Nanda Kumar	Asst. Director	
28	Dr. Nanda Kumar	Asst. Director	
29	Dr. Nanda Kumar	Asst. Director	
30	Dr. Nanda Kumar	Asst. Director	

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Annexure - I
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1st Admin Audit - May 2022



Internal Quality Assurance Cell (IQAC)

Administrative Audit Inspection Schedule

Dear Sir/Madam,

Please find below schedule for Administrative Audit scheduled on 9th and 10th May' 2022 with the details of offices to be audited.

Respective Directors/Chief/Functional Heads of the administrative offices mentioned to extend their full support to the audit team to make this activity-outcome leading to improvements in the process and documentation.

Administrative Offices to be Audited				
Date of Audit	Audit Team	10 to 12-30 pm	2 to 3-30 pm	3-30 pm to 5 pm
9 th May 2022 (Monday)	Team 1	Research Division (Dr. Sharath Kumar)	DTLL (Dr. Vibha Shetty)	Purchase (Ms. Ramya and Sh. Siddaramanna)
	Team 2	Office of Registrar	DTSLD (Sh. Jyothi Shankar)	Finance & Accounts (Sh. Venkat Subramanyam and Sh. Shanthamurthy)
10 th May 2022 (Tuesday)	Team 1	Admissions (Ms. Anjana)	HR (Ms. Anuradha and Ms. Shwetha)	ICT (Sh. Nagesh T R)
	Team 2	DSA (Student Affairs) - (Dr. Reema Chaudhury)	COE (Inclusive of ERP) - (Prof. Ashok Meti, Ms. Prema and Sh. Gotham Nagara)	IQAC (Sh. Paramesh. S)

Auditor Team	
Team 1	Team 2
Dr. Sreenivas Murthy	Prof V Madhavan
Dr. Srikanth Dutta	Prof. Abby Mathew
Ms. Vijayalakshmi T	Ms. Geetha B. E

S. Parameshwar
Parameshwar. S
Member Secretary, IQAC



K. K. Ramesh
PROF. K. K. Ramesh
Vice Chancellor
Vice Chancellor
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

[Signature]
Chief, Quality Control (Academics)
Directorate of CPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

[Signature]
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Rescheduled to 11th May 2022



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Team 2 Annex 3
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ADMINISTRATIVE OFFICES AUDIT REPORT(May 2022)

Ref.No : RUAS/IQAC/AA - 052022

Date: 10.5.2022

Name of the Department : Directorate of Student Affairs (DSA)

Observations from Auditor's Team

1	DSA Organization structure & roles and responsibilities	WELL DEIGNED ORGANISATION CHART AVAILABLE. PERSONAL FILES OF INDIVIDUAL STAFF TO BE MAINTAINED
2	Hostel	DOCUMENTS TO BE MAINTAINED AS PER OBSERVATION.
3	Mess & Canteen	MESS BELONG PART OF THE HOSTEL INFORMATION
4	Sports Activities	YEAR WISE DOCUMENT TO BE MAINTAINED EVENT WISE UTILITY PARTICIPATION
5	Cultural & Club activities	SEPARATED AND MAINTAINED
6	NSS	RECENTLY INITIATED (20-21) ACTIVITIES TO PROVIDED
7	Service to Society	SEPARATED, YEAR WISE, ACTIVITY WISE
8	Scholarship	SC-ST, MINORITY SCHOLARSHIP WELL MAINTAINED
9	Insurance	ALL STUDENTS COVERED DATA TO BE FILED YEAR WISE
10	Grievances	TO CLASIFY & FLOW CHART WITH WELL DEFINED MECHANISM
11	Withdrawal cases	EFFORTS ARE MADE TO CONVINCE THE STUDENTS. SUCCESS RATE TO BE INDICATED
12	Approvals	APPROVALS & NOTICES PREPARED BY FROM REQUIREMENTS
13	Notices from accreditation bodies	OFFICE AND CIRCULATED
14	Alumni	ALUMNI DOCUMENT TO BE UPDATED YEAR WISE
15	Newsletter & Annual Report	PROVIDED AND MAINTAINED
16	PHYSICAL INFRASTRUCTURE	PRESENT LOOKS IN ADEQUATE. MORE SPACE TO BE PROVIDED TO SHOWCASE THE ACTIVITIES

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Other Observations and Recommendations

HOSTEL: YEARWISE RECORD OF TOTAL STUDENTS, HOSTEL ACCOMMODATION AVAILABLE, % STUDENT OCCUPIED IN HOSTEL TO BE MAINTAINED

MESS: DETAILS OF FOOD OUTLETS IN GH CAMPUS & PESNUR CAMPUS TO BE PROVIDED

CULTURAL: YEAR WISE EVENT WISE FILES TO BE MAINTAINED

WSS: PROVIDED WITH PARTICIPATION DETAILS

SERVICE TO SOCIETY: BY OTHER DIRECTORATE IS BEARING TO BE INCLUDED

SCHOLARSHIP: CATEGORY WISE, YEAR WISE TO BE MAINTAINED FOR THE LAST 5 YEARS. NO CUMMULATIVE SCHOLARSHIP INSTITUTIONAL SCHOLARSHIP LEADERSHIP - FEE WAIVER DATA ADHOC.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. V. MAGHAVAR	10/5/2022
2	ABBY TATHAWA	10/5/2022
3	Mr. GEETHA B.E	10/5/2022

Keyur

Signature of the Vice Chancellor

Signature of the Student Affairs

Ramaiah University of Applied Sciences
New BEL Road, MSR Nagar, Bangalore-560054

Chief, Quality Assurance of QEPET

M.S. Ramaiah University of Applied Sciences

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INSURANCE: DATA TO BE FILED INDICATING NO. OF DENIED STUDENTS

ALUMNI: TABLES INDICATING FACULTY WISE, YEAR WISE AS WELL AS NO. REQUESTING ALUMNI DETAILS TO BE GIVEN. TABLES FOR ALUMNI ENROLLMENT TO BE CREATED WITH ATTENDANCE DETAILS

Registrar

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ADMINISTRATIVE OFFICES AUDIT REPORT(May 2022)

Ref.No : RUAS/IQAC/AA - 052022

Date: 10.5.22

Name of the Department : Controller of Examinations (CoE)

Observations from Auditor's Team

1	Exam. Regulations/Exam.manual	
2	BoE composition, MoMs	
3	Exam timetables	
4	Appointment of Exam Superintendents	
5	Constitution of Moderation Boards	
6	Printing and distribution of QPs	
7	Mechanism of Evaluation Process	
8	Eligibility announcement	
9	Exam registration process	
10	Invigilators list	
11	Seating plan	
12	Exam fee notifications/details	
13	Admission ticket generation	
14	Result analysis/ Final result approval	
15	Pass percentage in stipulated period	
16	Issue of PDC / Transcripts / degree certificates	
17	Revaluation reports	
18	ELMPC	
19	Any reports to management for decision making	
20	ERP - Mechanism for students and Faculty members to reach ERP and its usage	

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Other Observations and Recommendations

DOCUMENTS RETAINED TO COE'S OFFICE IS AVAILABLE FROM 2020 AUGUST ONWARDS. NEED CLARITY IN REFERENCE TO 5 YEAR DOCUMENTS. MAY BE AVAILABLE WITH THE RESPECTIVE FACULTY

ALL DOCUMENTS SHOULD BE FILED YEARWISE, INDEXED WITH APPROPRIATE TAGS

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	Name of the Auditors	Signature of the Auditors with Date
1	Dr. V. MANOHARAN	10/5/2022
2	DR. P. P. P. P. P.	10/5/2022
3	MR. GEETHA B.E	10/5/2022

Keyur

Signature of the Vice Chancellor

10/5/22

Signature of the HoD /Director

Controller of Examinations
M. S. Ramaiah University of Applied Sciences
University House, New BEL Road,
Bangalore - 560054

Chief, Quality Control/Academics
Directorate of QEPET
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Chief, Quality Control/Academics
M.S.Ramaiah
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Ref.No : RUAS/IQAC/AA - 052022

Date: 10.5.22

Name of the Department : Internal Quality Assurance Cell (IQAC)

Observations from Auditor's Team

1	Details of QAC activities – Objectives, roles and responsibilities, Functions of QAC, Scan copies of SFB and Review forms	
2	QAC report prior to April 2019	
3	QAC report post Sept. 2019	
4	IQAC - composition – Office Order – 20 th Sept. 2019	
5	IQAC - composition – Office Order – Amended on 15 th April 2020	
6	IQAC - composition – Office Order – Amended on 9 th May 2020	AS INDICATED IN THE
7	IQAC – Meetings – MoMs	
8	IQAC – Annual reports	
9	IQAC Activities	OBSERVATIONS AND RECOMMENDATIONS
	- ARIIA - Ranking	
	- NIRF – Ranking – Engg, Dental, Pharmacy, Management and Overall	
	- NBA – FHIMCT, Pharmacy, Engineering	
	- AISHE	
	- India Today ranking	
	- AIU Ranking / Handbook	
	- ISO	
	- QS I – GAUGE – Audit	
	- AICTE – Extension of Approval	

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	<ul style="list-style-type: none"> - Academic Administrative Audit (AAA) - NAAC - IQAC with respective criteria leaders - Dummy SSR preparation, Gaps identification, Action plan..... - Details on FDPs conducted - NAAC, NBA awareness programme (from VC, Prof. Razdan - organised by IQAC) - Mentoring Process coordinated by IQAC - Feedback - IQAC Overall coordination - IQAC - Strategic Vision 2022-2026
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Chief, Quality Control (Academics)

Directorate of QEPET 10

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Other Observations and Recommendations

ALL SOFT COPIES OF THE DOCUMENTATION SHOULD BE DOWNLOADED AND FILED YEAR WISE. DOCUMENTATION OF STAGES OF FORMATION OF IQAC CELL SHOULD BE INDICATED WITH APPROVAL. QUANTIFICATION OF PERFORMANCE WITH REFERENCE TO IMPROVEMENT SHOULD BE REFLECTED.

	Name of the Auditors	Signature of the Auditors with Date
1	S. V. MADHAN	10.5.22
2	ARUN K. THEW	10/5/22
3		

Registrar

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Signature of the HoD /Director

Chief, Quality Control (Academics)

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Signature of the Vice Chancellor

Ref.No : RUAS/IQAC/AA - 052022

Date: 11.5.22

Name of the Department : Directorate of Transferable Skills and Leadership Development (DTSLD)

Observations from Auditor's Team

1	Employee Participation in conferences, seminars (cumulative from 2015)	
2	Staff Development Programs conducted (cumulative from 2015 workshops, trainings)	
3	Student clubs activities - Participated / Conducted	Files to be developed giving complete details. Each activity to be supported with basic documents namely notification, membership, attendance report, expenses sheet, utility bills copy & photo evidence)
4	Academic Courses delivered previously / Currently	
5	Value Added Courses	
6	Outreach activities (UBA, Service to Society, visit to NGOs)	
7	Supplementary activities conducted (Guest Lectures, Prestigious Lectures)	
8	Infrastructure and Resources (computers, books, CDs, cupboards)	currently using individual faculty resources
9	Innovative processes adopted by the Directorate in Training (write up of 500 words)	create
10	Innovative processes in development of courses, training programs (write up of 500 words)	create
11	Initiatives undertaken for faculty development (write up of 500 words)	create. Documented annually year wise,
12	Annual / Half Yearly / Quarterly Plan for departmental activities	AVAILABLE FOR 2022-23.



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Other Observations and Recommendations

Best practices of the department

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Name of the Auditors		Signature of the Auditors with Date
1	Dr. V. MADHAN	11.5.22
2	Dr. B. R. MATHUR	11/5/22
3	MR. GEETHA B.E	11/5/22

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Signature of the HoD /Director

Director
Directorate of Transferable Skills and
Leadership Development
M S Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor

Keyur

Registrar

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 Directorate of Quality Control
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16	Mou - National and International (Industry, University)	AVAILABLE - ANNOUNCED YES AND NO IN YES
17	Scholarship- Fee Concession, fee Waiver, Fee reduction	AVAILABLE
18	Transfer certificates	AVAILABLE TO DECEASEMENTS & FIVES
19	FRRO - Foreign students details	AVAILABLE
20	Annual Reports(Govt Submitted details)	AVAILABLE
21	Convocation related documents	Verified in the office - docs were available.
22	Accreditation, Ranking, Ratings	docs available with IQC - verified
23	Internal Committee -	-
24	Anti-Ragging	-
25	Gender sensitization	-
26	Internal complaints committee	-
27	Grievance committee	FORMATION, MEETING. MINUTE, ACTION TAKEN BEING TAKEN
28	SC/ST committee	-

Other Observations and Recommendations

Sl. 8 and 9 - docs. to be verified with Marketing.
 Sl. 14 - docs. to be verified with ICT & facilities
 Sl. 15 - will be verified with HR

	Name of the Auditors	Signature of the Auditors with Date
1	M. V. MADHAN	11.5.22
2	ABHIJITH R.E	11/5/2022
3	M. S. RAMAIAH R.E	11/5/2022

Signature of the HOD/Director

Signature of the Vice Chancellor

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ADMINISTRATIVE OFFICES AUDIT REPORT (May 2022)

Ref.No : RUAS/IQAC/AA - 052022

Date: 11.5.2022

Name of the Department : Office of Registrar

Observations from Auditor's Team

1	University ACT	DOCUMENT AVAILABLE
2	UGC Notification	AVAILABLE. TO BE PROVIDED IN ORDER FOR 5 YEARS
3	Statutory bodies MOM (BOG, BOM, Academic Council, RIC Finance committees)	AVAILABLE. INCLUDING AGREEMENTS OF DOCUMENTS TO BE IN ORDER
4	Regulatory bodies inspection and Approval of programmes and details (UGC, AICTE, PCI, DCI, BCI, KSHCE, GOK)	OPEN TO BE SECURED YEAR WISE
5	Year Wise – Student Intake and Approval details	ACADEMIC YEAR WISE DOCUMENTS, SUPPORTING
6	Year Wise – Student Admitted details (Individual Programmes)	DOCUMENTS FOR PROGRAM, SECTION, MAKE
7	Details of % of seats filled, Management, Government quota, Reservation details	PROGRAMME WISE WITH BREAK UP OF ACTUAL ADMISSION WITH APPROVAL
8	Marketing, Advertisement, PR details,	—
9	NO of Advertisement year wise, Marketing procedure files, consultation details	—
10	STATUTES copy with amendment approval with latest copies	AVAILABLE. SUPPORTING DOCUMENTS TO BE FILED (FORMATION, AMENDMENTS IF ANY TO BE FILED)
11	List of Faculty members as on date faculty/discipline	—
12	Number of Non-teaching	—
13	Financial Audited statements	AVAILABLE
14	Physical Stock verification reports	—
15	Recruitment files year wise	—

Chief, Quality Control (Academics)

Directorate of QEPET

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Team 2

Ref.No : RUAS/IQAC/AA - 052022

Date: 11.05.22

Name of the Department : Accounts and Finance

Observations from Auditor's Team

1	Fee Collection- Fee Structure of all programs for all categories of students(viz., Govt. Quota, Management Quota, etc.,) Fee Receipts, Due List, No Dues	DUELY SIGNED FEE STRUCTURE SHOULD BE MADE AVAILABLE FOR 5 YEAR PERIOD
2	Payments- Payment request with bill, Bank Reconciliation statements	AVAILABLE
3	Assets-Capex	AVAILABLE
4	Statutory Compliances-TDS, GST, PT	COMPLIED WITH
5	Fee Concession/Waiver/Reduction...etc., details	AVAILABLE TO BE SEGMENTED YEAR WISE FACULTY WISE
6	Scholarship details	AVAILABLE
7	Seed Money Grants	AVAILABLE
8	Library Expenditure	AVAILABLE
9	Equipment	AVAILABLE
10	Salaries	AVAILABLE
11	Expenditure	AVAILABLE
12	Details of allowances to staff/dept/faculty/students, encashments, TDS, ESI, PF, Insurance, other taxes	—
13	Budget related records	TO BE MADE AVAILABLE FOR 5 YEAR PERIOD.
14	Petty cash maintenance if any	AVAILABLE
15	AMCs	AVAILABLE
16	Department level MOM	MANAGE TO BE CONDUCTED PERIODICALLY
17	Vouchers	AVAILABLE

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Other Observations and Recommendations

	Name of the Auditors	Signature of the Auditors with Date
1	Dr V. Nagabalan	 11.5.22
2	ABBY BATHUR	 11.5.22
3	Ms. GEETHA B.E.	 11.5.22



Signature of the HoD/Director

Signature of the Vice Chancellor

Registrar
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Name of the Department : ICT

Date: 10.05.2022

Observations and Recommendations

1. Based on students feedbacks, Wifi connectivity requirements in all the facilities need to be taken up.
2. A Copy of budgetary requirements related to ICT from the Department/Faculty may be shared with ICT.
3. Process of sharing high end Computing faculty to be formulated. [Ex: Workstations]
4. ~~App~~ Documentation well maintained.
5. Awareness programme on ICT usage for both Staff and Students may be initiated.
6. Proactive maintenance of eqpt may be initiated. (Preventive Maintenance)
7. Green initiatives taken for disposal of end of life eqpt. and to connect to paperless office may be highlighted

Name of the Auditors	Signature of the Auditors with Date
1. Dr. B.V. Sreenivasa Murthy	<i>[Signature]</i> 10/5/22
2. Ms. Vijayalakshmi	<i>[Signature]</i> 10/5/22
3. Prof. Srikanth Dath	<i>[Signature]</i> 10-05-2022

Signature of the HoD /Director with Date

Office of The ICT
RUAS

[Signature]
Registrar
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[Signature]
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Directorate of QEPET
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Name of the Department : HRD

Date: 10.05.2022

Observations and Recommendations

1. The faculty appraisal format may be relooked into to allocate appropriate weightage to each parameter. The revised appraisal format may be shared with faculty members well in advance.
2. Process need to be evolved for identifying training needs of staff members. Presently HR announces training programmes.
3. Job verification of new joiners need to be taken up. Presently only outside requests are being handled.
4. S.O.P of each processes can be maintained

Name of the Auditors	Signature of the Auditors with Date
1. Dr. B.V. Sreenivasa Murthy	<i>B.V. Sreenivasa Murthy</i> 10/5/22
2. Ms. Vijayalakshmi	<i>Vijayalakshmi</i> 10/5/22
3. Prof. Srikanth Dath	<i>Srikanth Dath</i> 10-05-2022

1

Anuradha

Signature of the HoD / Director with Date



Chief Quality Control (Academics)
Chief, Quality Control of QEPET
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Registrar
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Name of the Department : PURCHASE

Date: 11.05.2022

Observations and Recommendations

1. For Capital goods purchase [Ex: P.O dated 25.03.2022], indent from department not sighted.
2. Signature from user department needed for having received material, clearly mentioning the condition of the items.
3. There is a need to develop a Comprehensive process document for purchase process. After approval the same may be shared with all stake holders for following the process uniformly.
4. Documents are generally well maintained, except in few cases as mentioned in st. no 101.
5. There is a need to create a separate Head for Hospital purchases and indent approval process for the same need to be done in a timely manner to ensure availability of material.
6. Purchase process to be mapped in ERP that would help in expediting the implementation process.

Name of the Auditors	Signature of the Auditors with Date
1. Dr. B.V. Sreenivasa Murthy	<i>B.V. Sreenivasa Murthy</i> 11/5/22
2. Ms. Vijayalakshmi	<i>Vijayalakshmi</i> 11/5/22
3. Prof. Soikanthadath	<i>Soikanthadath</i> 11/05/2022

Signature of the HoD /Director with Date

[Signature]
Chief, Quality Control (Academics)
Directorate of QPET
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[Signature]
Registrar
M.S. Ramaiah University of Applied Sciences
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VC

Name of the Department : DTLL

Date: 11.05.2022

Observations and Recommendations

1. Budgetary requirement process to be initiated by for coming DTLL Expenditure.
2. Approved document not signed for commencing BPOC programmes and also for relevant PS + CS documents.
3. There is a need to monitor, in a single document, the year/batch wise progress of students admitted.
4. PG Diploma into Railway Academy - MOU has expired in Aug 2021. To be renewed. Bidding under progress.
5. Proactive Interaction with Trainers may be initiated to improve Corporate Training.
6. Market analysis for enquiry and Conversion rate may be initiated.

Name of the Auditors	Signature of the Auditors with Date
1. M. B. V. Greenivasa Murthy	M. B. V. Greenivasa Murthy 11/05/22
2. M. S. Vijayalakshmi	M. S. Vijayalakshmi 11/05/22
3. D. Srikanth Dath	D. Srikanth Dath 11/05/22

Signature of the HoD / Director with Date

Chief, Quality Control (Academics)
Directorate of QEPET
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Registrar
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Bangalore - 560 054

VC

Observations and Recommendations

1. In the publications file, an year wise summary sheet indicate publications under each category may be maintained.
2. There is a need to conduct awareness program by Patent Attorney. This may be helpful in filing of more patents.
3. ~~As~~ Orientation program to highlight the Research process may be conducted periodically to strengthen the understanding of the research process.
4. Regular visit by personnel from research divisions to each faculty & etc may be considered to better monitor & sustain the research progress.
5. There is a need to submit final thesis to the research divisions for sanity check of the thesis before submitting them to the external examiners. This is need to a mandatory step after decentralisation.
6. A mechanism to monitor and compile co. of proposals submitted by the Faculty/Dept for each call may be initiated.

	Name of the Auditors
1	S. V. Iyeru le 11/05/22
2	M. S. 11/05/22
3	A. S. 11.05.2022

Signature of the HoD /Director

Name of the Department : Research Division



Chief, Quality Control (Academics)
Directorate of QEPET
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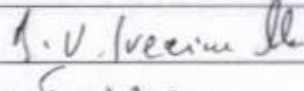
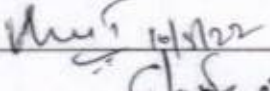
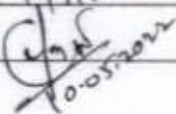
VC

Name of the Department : ADMISSION

Date: 10.05.2022

Observations and Recommendations

1. Orientation from teaching departments to Telecallers & admission counsellors may be initiated.
2. Respective faculty/department personnel may be involved early in the admission process to maximise conversion rate.
3. Formal handovers of documents from earlier Director Admissions not done. Work getting affected due to lack of access to documents. This is as per audit observations as expressed during audit.
4. Approved documents of intake not sighted. Similarly, approved admitted student list not available.

Name of the Auditors	Signature of the Auditors with Date
1. Dr. B.V. Sreenivasa Murthy	 10/5/22
2. Ms. Vijayalakshmi	 10/5/22
3. Prof. Srikanth Dath	 10.05.2022

Signature of the HoD /Director with Date


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**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

Internal Quality Assurance Cell (IQAC)

Meeting Report

Date: 17th May 2022

Venue: S1 Discussion Room

Time: 10 am

Agenda: Internal Admin Audit Draft Report – Review meeting

Members Present

1. Dr. Kuldeep K Raina, Vice Chancellor
2. Prof. Govind R Kadambi, PVC (Research)
3. Prof. M. Sai Baba, Registrar
4. Dr. V Madhavan, Research Professor
5. Prof. Abby Mathew, Dean, FHMCT
6. Dr. B V Sreenivasa Murthy, Dean, FDS
7. Dr. Sharath Kumar, Director, Research
8. Dr. T N Srikantha Dath, Associate Dean, AA
9. Mr. Jyothi Shankar, Director, DTSLD
10. Dr. Reema Chaudhury, Director, DSA
11. Mr. Nagesh TR, Chief Manager, ICT
12. Dr. Vikas M Shelar, Deputy CoE
13. Ms. Prema, Asst. Dir. CoE
14. Mr. Parameshwar S, Chief, QAC
15. Ms. Archana Madhukar, Manager, CTP, DTLL
16. Ms. Anjana Prakash, Sr. Manager, Admissions
17. Mr. Siddaramanna, Purchase Office
18. Ms. Ramya m, Purchase Office
19. Mr. Pavan S Yadav, Registrar Office
20. Ms. Chithralekha, Registrar Office
21. Ms. Pushpalatha R, Registrar Office
22. Ms. Geetha B E, Head, QAC
23. Ms. Vijayalakshmi, Head, QAC

Objective:

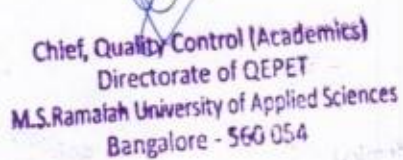
- To discuss the observations made from the Internal Administrative Audit conducted on 10th and 11th of May 2022.

[Signature]
Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

[Signature]
Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Page 1 of 4

The screenshot displays the Microsoft Office 365 web interface. The top navigation bar includes 'Microsoft Office 365', 'Mail - Mr. Gaurav E. - Outlook', and a search bar. The main content area is divided into two panes. The left pane shows the Outlook inbox with a list of emails. The right pane displays the details of a selected email titled 'Review Meeting-Internal-Administrative Audit-17th May 10-00 am S1 Board Room'. The email is from 'Prasanna Chavhan' to 'Mr. Gaurav E. Rajore' and 'Prof. M. E. Babu'. The body of the email contains information about an administrative audit meeting scheduled for May 17th, 2018, at 10:00 am in the S1 Board Room. The meeting agenda includes a review of the audit report and a discussion on the audit findings. The email also mentions that the audit team is requesting arrangements for the meeting.



Page 2 of 4

Proceedings

- **Dr. Sreenivasa Murthy, Prof. Abby Mathew , Ms. Vijayalakshmi - Team 1 Audit members** Presented the report for the Admin departments – ICT, HRD, Purchase, DTLL, Admission, Research and Innovation.
- The Vice Chancellor discussed each department observations and reflected on the proper procedure of documentation and updation of the same every year. Especially in departments like HRD he insisted that Faculty promotions need to be audited every year by one senior person. He also insisted on proper SOP for each process in HRD.
- The Vice Chancellor has explained the procedure of putting the Purchase Order, further processing of it, allotment of the budget and proper documentation of the same.
- The Vice Chancellor has suggested a separate Budget requirement for DTLL and reflected on approved documents of B.Voc Program, separate Alumni details etc.
- **Dr. Madhavan, Prof. Abby Mathew, Ms. Geetha B E – Team 2 Audit members** Presented the report for the Admin departments – DSA, CoE, IQAC, DTSLD, Office of Registrar and Accounts and Finance departments.
- The Vice Chancellor discussed each department observations and reflected on the proper procedure of documentation. He also insisted that all student clubs must come under DSA, all information related to students should come under one point of contact i.e DSA.
- He has remarked that roles by directorates are not Faculty roles, they play trainer role.
- As a concluding remarks the Vice Chancellor has suggested to department heads to work towards filling the gaps and should be ready for second internal AAA by last week of May 2022. He also insisted IQAC coordinator to segregate strengths / compliances in green colour and weaknesses / non-compliances in red colour and send it to all by evening.

Outcomes:

- The Internal Administrative Audit reports with its strengths in green colour and weaknesses in red colour are segregated and sent to all Admin functional heads for further strengthening of the documentation.
- The Vice Chancellor has suggested to schedule a meeting on 20th May 2022 to address the importance of the process flow, SOPs and documentation in regard to Statutory bodies, Regulatory bodies and Accreditations/Ratings/Rankings and to streamline the processes, effective documentation procedures to substantiate the evidence sought during Audit process. Respective Deans of Faculty, Directors, HoDs of FET, FMPS, FAD and Functional Heads of various administrative units are recommended to attend the meeting.


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Directorate of QEPET
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Attendance:



Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Date: 17.5.2022

Venue: S1 Board Room

Time: 10 AM onwards

Agenda: Internal Admin Audit Report - Review meeting

Sl. No	Name	Designation	Signature
1	Dr. Kuldeep K Raina	Vice Chancellor	[Signature]
2	Prof. Govind K Radambi, PVC (R)		[Signature]
3	Prof. Sai Baba	Registrar	[Signature]
4	Jyothi Shankar	Director, IQAC	[Signature]
5	SHARATH KUMAR	Director, IQAC	[Signature]
6	Povarrachun	S. P. A. C.	[Signature]
7	P. K. N.	Prof. Dr. N.	[Signature]
8	ARUNACHAL	Manager - CTP	[Signature]
9	Aranya Prakash	Asst. Manager - Admissions	[Signature]
10	Ranya - M	purchase officer	[Signature]
11	Siddharth	purchase officer	[Signature]
12	Nagendra T R	Chief Executive Officer	[Signature]

Page 1 of 2

13	Dr. Geema Chaudhary	Director - Student Affairs	[Signature]
14	Prady M. K.	Dean - F.H. & T.	[Signature]
15	Dr. V. Madhavi	Reserve Professor	[Signature]
16	Pavan P. K.	Registrar	[Signature]
17	Chiranjeevi	Registrar's office	[Signature]
18	Ratnakumar R.	Registrar's office	[Signature]
19	Dr. Vikas M. Bhat	Dy. C.O.E.	[Signature]
20	Dr. T. S. Srinivasan	Asst. Dir. (Ac)	[Signature]
21	Dr. V. Srinivasan	Asst. Dir. (Ac)	[Signature]
22	Mr. Geetha B. S.	Head - QAC	[Signature]
23	Ms. Vijayalakshmi	Head - QAC, Person	[Signature]
24			
25			

Chief, Quality Control (Academics)
Directorate of QEPET
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Internal Quality Assurance Cell (IQAC)

Meeting Report

Date: 20th May 2022

Venue: A 206, Board Room, RTC, Peenya


Time: 10.30 am

Agenda: Awareness of Relevance of process flows, SOPs and Documentation

Key features of the discussion:

1. Vice Chancellor addressed the importance of the process flow, SOPs and documentation in regard to Statutory bodies, Regulatory bodies and Accreditations/Ratings/Rankings
2. Prof. V. Madhavan, presented the importance of "Process Flows, SOPs and Documentation"
3. IQAC team presented QS I-GAUGE Audit Result Analysis and Institutional Scorecard

Invitation:



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OF APPLIED SCIENCES

Process Flows, SOPs and Documentation Relevance

Key features of the discussion:

1. Vice Chancellor will address the importance of the process flow, SOPs and documentation in regard to Statutory bodies, Regulatory bodies and Accreditations/Ratings/Rankings
2. Prof. V. Madhavan, will present on the topic "Process Flows, SOPs and Documentation"
3. Presentation by IQAC team on QS I-GAUGE Audit Result Analysis and Institutional Scorecard

IQAC welcomes
all members to the
discussion

**Date: 20th May 2022
(Friday), RTC**

WWW.MSRUAS.AC.IN

Members Present:

Respective Deans of Faculty, Directors, HoDs of FET, FMPS, FAD and Functional Heads of various administrative units have attended the meeting (Meeting attendance sheet attached at the end of the document)

Page 1 of 4

Chief, Quality Control (Academics)
Directorate of QPEI
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

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M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Proceedings

1. Sh. Parameshwar, Member Secretary IQAC, welcomed all participants and briefed on the key points of the meeting which is the outcome of the recently conducted internal Academic and Administrative Audit (AAA) at RUAS, where effort was made to streamline the processes, SOPs and documentation procedures at university level, Faculty level and Department level.
2. The Hon'ble Vice Chancellor has initiated the discussion and highlighted the importance of IQAC in any institution to make the system more vibrant and to fine tune the processes. He emphasized on the importance of conducting AAA frequently for the stabilization of the institution. At this juncture he insisted everyone to work towards quality parameters to provide good quality education.
3. The Vice Chancellor has remarked on the importance of Accreditations for a growing university and national and international acclamations, assessments, rankings play an important role to make an University a wholistic existence entity.
4. The Vice Chancellor has thanked the internal Audit Team members and summarized the observations of the Internal AAA and reflected on the improvements to be made to fill the gaps identified during the Audit process.
5. The Vice Chancellor has reflected on the role of HoDs in a department in strengthening its Faculty members and proper documentation of the departmental activities (notices, circulars, reports). He insisted on responsibility of HoDs for pass percentage and analysis on the fall in pass percentage and counselling of students for the same.
6. The Vice Chancellor has also reflected on the role of Deans, being relatively senior people in the Faculty, they must be able to bring their thought process to best utilize the man power resources and set for big outcomes than the Accreditation bodies set for an institution. He insisted all Deans and HoDs for review of Internal AAA reports for non-compliances and to fill the gaps identified by the Audit team at the earliest.
7. Dr. Madhavan as an introductory note he highlighted on the how strong academic background of an institution leads to academic excellence in creating successful and skilled students.
8. Dr. Madhavan has presented the list of recognized educational Accreditation and Ranking organisations and highlighted the importance of documentation and adherence to the SOPs in Accreditation processes. He has briefed up the parameters they concentrate on while assessing an institution.
9. He has reflected on process flow at Faculty level and Department level and presented the list of committees to be formed and insisted on proper documentation of each committee proceedings. He has displayed the sample SOP and logbook of a Faculty maintained in its one of Labs.
10. In the last session, Sh. Parameshwar has briefed on the recent submission of Data from IQAC for NIRF, NBA, AISHE, ARIIA, AIU, India Today Ranking etc. with the help of all stakeholders. He has insisted that in future University has to go for many more Accreditations and Rankings and the coordination of all stake holders is very much essential in this regard.
11. He has presented the QS I – GAUGE Audit ranking for RUAS as Gold and analysis of the institutional score card on core criteria, Research and Innovation and Overall summary.
12. The Vice Chancellor has discussed on each core criteria and reflected on hoe to strengthen them. He insisted to conduct bimonthly meetings at University level before going to next QS I – GAUGE rating so that University can enhance its capabilities to reach the next higher level of ranking.
13. Dr. Govind R Kadambi concluded the session with the remarks that proper introspection and involvement of all towards fulfilling the goal set will definitely leads to success in achieving excellence.

Session Outcomes:

All members present understood the importance of process flows, SOPS to be adhered and documentation to be maintained at each designated level.

Attendance Details:

RAMAIAH UNIVERSITY
OF APPLIED SCIENCES

Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Date: 20.5.2022
Venue: A 206, RTC Campus
Time: 10.30 am
Agenda: Process flow, SOPs and Documentation; Relevance - Address by Vice Chancellor

Sl. No	Name	Designation	Signature
1	Dr. Kuldeep K Raina	Vice Chancellor	
2	Prof. Girish K. Kandaswamy	PVC - Research	
3	Prof. Arvind Singh Sen	PVC - Social Science	
4	Shankar Kumar	Deputy VC - Acad.	
5	Dr. Soma Chatterjee	Deputy VC - Acad. Affairs	
6	Dr. Vikram Chandra	Dy. VC	
7	Prof. P. K. Lakshmi	COG	
8	Dr. Seema Chandra	Director - Student Affairs	
9	Mrs. Rashmi R.	Assistant Professor - IIT	
10	Prerna A.	Prof. Dental - CoS	
11	Goutham H.	Asst. Manager, IT & Com.	
12	Dr. Anurag Kumar	Head, English	

Page 1 of 3

13	Dr. H. K. S.	Prof. IT, IIT	
14	Dr. N. Srinivasan	Head, Chemistry	
15	Dr. B. S. Deyanar	Head, IIT	
16	Dr. M. C. Murugesu	Head, IIT	
17	Dr. C. Rajarathnam	Head, IIT	
18	Dr. S. Srinivasan	Dean - IIT	
19	Dr. R. K. Srinivasan	COG	
20	Dr. N. Srinivasan	COG	
21	Dr. Srinivasan	COG	
22	Dr. Srinivasan	COG	
23	Dr. Srinivasan	COG	
24	Dr. Srinivasan	COG	
25	Dr. Srinivasan	COG	
26	Dr. Srinivasan	COG	
27	Dr. Srinivasan	COG	
28	Dr. Srinivasan	COG	
29	Dr. Srinivasan	COG	
30	Dr. Srinivasan	COG	
31	Dr. Srinivasan	COG	

Page 2 of 3

32	Dr. A. T. Srinivasan	Head - Academic Dept.	
33	Dr. Srinivasan	Head - IIT	
34	Dr. Srinivasan	Head - IIT	
35	Dr. Srinivasan	Head - IIT	
36	Dr. Srinivasan	Head - IIT	
37	Dr. Srinivasan	Head - IIT	
38	Dr. Srinivasan	Head - IIT	
39	Dr. Srinivasan	Head - IIT	
40	Dr. Srinivasan	Head - IIT	
41	Dr. Srinivasan	Head - IIT	
42	Dr. Srinivasan	Head - IIT	

Chief, Quality Control (Academics)
Directorate of QEPET
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Session Photos:



(Signature)
Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

(Signature)
Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Second(2nd) Administrative Audit Schedule

Dear Sir/Madam,

This is for your kind information that the **Second Administrative Audit** is scheduled on **14th Sept. 2022**.
The schedule is as shown below.

Date	10 AM to 11.15 AM	11.30 AM to 12.30 PM	2 PM to 3PM	3 PM to 4PM	4 PM to 5 PM
14 th Sep' 2022 (Wednesday)					
Auditor Team 1	Research Division Dr. Sharath Kumar	Office of Registrar Prof. G.S. Venkatesh	DTSLD Mr. Jyothi Shankar	Student Affairs Dr. Reema Chaudhury	Finance and Accounts - Mr. Shantha Murthy
Auditor Team 2	Admissions Ms. Anjana	Human Resource Ms. Anuradha	Controller of Examination - Prof. Ashok. Meti	Purchase and Stores Ms. Ramya ICT Mr. Nagesh T R	DTLLL Dr. Vibha Shetty IQAC Mr. Paramesh. S

Audit Teams :

Sl. No	Audit Team 1	Audit Team 2
1	Dr. Silju Mathew	Dr. T.N.Srikantha Dath
2	Ms. Geetha B.E.	Ms. Vijayalakshmi T

S. Parameshwar 4/9/22
Parameshwar. S
Member Secretary, IQAC

(K. K. Raina)
Prof. K. K. Raina
Vice Chancellor

S. P. ...
Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramalah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IQAC/AA - 092022

Name of the Department : Accounts and Finance

Date:

14.9.2022

Registrar

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Sl.No	Parameters	Observations from Auditor's Team
1	Fee Collection- Fee Structure of all programs for all categories of students(viz., Govt. Quota, Management Quota, etc.,) Fee Receipts, Due List, No Dues	<p>Entry signed per Regulation. All programs, you will to be maintained. Copy can be collected from examination Dept.</p> <p>- to maintain the expenditure policy documents, presently cost to can document maintained.</p> <p>→ to be maintained</p>
2	Payments- Payment request with bill, Bank Reconciliation statements	
3	Assets-Capex	
4	Statutory Compliances-TDS, GST, PT	
5	Fee Concession/Waiver/Reduction...etc., details	
6	Scholarship details	
7	Seed Money Grants	
8	Library Expenditure	
9	Equipment	
10	Salaries	
11	Expenditure	
12	Budget related records	
13	Petty cash maintenance if any	
14	AMCs	
15	Department level MOM	
16	Vouchers	

Det. Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Other Observations and Recommendations

1. A CM decided not to advise staff at the start of a programme duly signed for the committee. Decision to be maintained.
2. List of instructions from students to be reviewed from faculty and accounts maintained.
3. List of advice should also be reviewed & least accounts to be submitted from accounts Dept for clarity & clarity.
4. Exchange of staff which is not in proportion to increase work load.
5. A structure and manual budget proposal & discipline to be maintained.
6. Provision for better facilities and infrastructure for effective functioning.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. S. M. M. M. M.	 14/11/2022
2	Mr. G. G. G. G. G.	 14/11/2022
3		

Signature of the HoD / Director



Signature of the Vice Chancellor



Chief, Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 075

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Bangalore - 560 075

2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IQAC/AA - 092022

Name of the Department : Directorate of Transferable Skills and Leadership Development (DTSLD)

Date:

14.09.2022

Registrar
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Bangalore 560 054



Sl.No	Parameters	Observations from Auditor's Team
1	Employee Participation in conferences, seminars (cumulative from 2015)	<p>The following details are given from 2017, 2020, 2021, 2022, for 2018 and 2019 details to be updated, the order was given to the main 2 activities to be documented as hard copy not in soft copy.</p> <ul style="list-style-type: none"> - Notification / Circular. - Brochure. - Attendance. - Report / expression of interest. - Exit feedback. - Certificate copy. - Quoting Photo.
2	Staff Development Programs conducted (cumulative from 2015 workshops, trainings)	
3	Student clubs activities - Participated / Conducted	
4	Academic Courses delivered previously / Currently	
5	Value Added Courses	
6	Outreach activities (UBA, Service to Society, visit to NGOs)	<p>2018 and 2019 details to be updated, the order was given to the main 2 activities to be documented as hard copy not in soft copy.</p> <ul style="list-style-type: none"> - Notification / Circular. - Brochure. - Attendance. - Report / expression of interest. - Exit feedback. - Certificate copy. - Quoting Photo.
7	Supplementary activities conducted (Guest Lectures, Prestigious Lectures)	
8	Infrastructure and Resources (computers, books, CDs, cupboards)	
9	Innovative processes adopted by the Directorate in Training (write up of 500 words)	
10	Innovative processes in development of courses, training programs (write up of 500 words)	
11	Initiatives undertaken for faculty development (write up of 500 words)	<p>2018 and 2019 details to be updated, the order was given to the main 2 activities to be documented as hard copy not in soft copy.</p> <ul style="list-style-type: none"> - Notification / Circular. - Brochure. - Attendance. - Report / expression of interest. - Exit feedback. - Certificate copy. - Quoting Photo.
12	Annual / Half Yearly / Quarterly Plan for departmental activities	

From details

Directorate of Quality Control (Academic)
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Other Observations and Recommendations

1. To maintain a log of records of progress & diligence for year to year clarification.
2. Separate filing & documentation for each parameter, year wise ..
3. Work was not in order & staff engaged for work to be documents

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Sibi Mathes	 14/11/2022
2	Mr. Sreeta R. E	 14/11/2022
3		

Signature of the HOD/Director

Directorate of Transferable Skills and
Leadership Development
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Signature of the Vice Chancellor

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

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2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IQAC/AA - 092022

Name of the Department : Internal Quality Assurance Cell (IQAC)

Date: 18.10.2022

Registrar

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Sl.No	Parameters	Observations from Auditor's Team
1	Details of QAC activities - Objectives, roles and responsibilities, Functions of QAC, Scan copies of SFB and Review forms	Construction of IQAC and faculty coordination document required. It can be made in the form of document by one university. Definitive only.
2	QAC report prior to April 2019	2. IQAC office to be identified and equipped with all necessary infrastructure. A vacant office is needed. Posters not displayed.
3	QAC report post Sept. 2019	3. Operational manual, if available, to be updated with current and future practices (including roles & responsibilities) and processes, along with identified process owners. Relevant documents & records to be prepared & entered respectively to be incorporated in the process.
4	IQAC - composition - Office Order - 20 th Sept. 2019	4. IQAC to develop vision & mission and link with the university's vision and vision.
5	IQAC - composition - Office Order - Amended on 15 th April 2020	5. The objectives and action plan for each five verticals in which IQAC is operating to be developed. Measures of performance for each objective to be developed and monitored in a timely manner.
6	IQAC - composition - Office Order - Amended on 9 th May 2020	
7	IQAC - Meetings - MoMs	
8	IQAC - Annual reports	
9	IQAC Activities	

- ARIIA - Ranking
- NIRF - Ranking - Engg, Dental, Pharmacy, Management and Overall
- NBA - FHMCT, Pharmacy, Engineering
- AISHE
- India Today ranking
- Allu Ranking / Handbook
- ISO
- QS I - GAUGE - Audit
- AICTE - Extension of Approval
- Academic Administrative Audit (AAA)

Chief, Quality Control (Academics)

Directorate of QEPET

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- NAAC - IQAC with respective criteria leaders - Dummy SSR preparation, Gaps identification, Action plan.....
- Details on FDPs conducted
- NAAC, NBA awareness programme (from VC, Prof. Razdan - organised by IQAC)
- Mentoring Process coordinated by IQAC
- Feedback - IQAC Overall coordination
IQAC - Strategic Vision 2022-2026

Other Observations and Recommendations

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. T. N. Sengupta Datta	 18/10/22
2	Vijaya Lakshmi	 18/10/22
3		

Signature of the HoD /Director

S.P. Lakshmi 18/10/22

Signature of the Vice Chancellor



Chief, Quality Control (Academics)
Directorate of QEPET
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2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IOAC/AA - 092022

Name of the Department : Directorate of Student Affairs (DSA)

Date:

14.10.2022

Registrar

M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Sl.No	Parameters	Observations from Auditor's Team
1	DSA Organization structure & roles and responsibilities	Available
2	Hostel	Filled 100%. Needs more hostels near at RSC. Also hostels will be opened by Nov 22. For girls as 45 camps are managed by GTH. Near Central in RSC for Men & Canteen. - Files maintained separate wise. - 13 clubs are functional now. Files being maintained well. - Event calendar details available in the university website. - For boys a few faculty, Mt-FOS, it is part of curriculum. Activities are being taught for all. - For girls faculty it is being led by DSA. as not many faculty are available.
3	Mess & Canteen	
4	Sports Activities	
5	Cultural & Club activities	
6	NSS	
7	Service to Society	
8	Scholarship	Details well maintained. Process for institutional scholarship. read and records. To be available at DSA. Details & coverage and claim available. A committee take available. Awarded. Counseling to be part of the team. set to interact with the students' parents. well maintained.
9	Insurance	
10	Grievances	
11	Withdrawal cases	Details
12	Approvals	
13	Notices from accreditation bodies	
14	Alumni	Forming largely Alumni dead, available. Activities recorded. Accounts need strengthening. Available.
15	Newsletter & Annual Report	

Chief, Quality Control (Academics)

Directorate of QEPET

M.S. Ramaiah University of Applied Sciences

Bangalore - 560 054

16	Physical Infrastructure	Physical Infrastructure and ambience good.
----	-------------------------	--

Other Observations and Recommendations

Documentation has been duly improved.

- Nursery well planned.
- Teaching Scholarship & Concessions extended to students big amount.
- Medical Cases - ~~pests~~ health part handled by DSA. Outcome & interaction of students with Administration to be made available by Adminstrator (Release of documents),

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. P. N. Sankaranarayanan	(Signature) 14/10/2022
2	Ms. Geetha B.E	(Signature) 14/10/22
3		

Signature of the HoD / Director
 (Signature) 14/10/2022

Director-Student Affairs
 Ramaiah University of Applied Sciences
 New BEL Road, MSR Nagara, Bangalore-560054

Signature of the Vice Chancellor
 (Signature)

Chief, Quality Control (Academics)
 Directorate of QEPET
 M.S. Ramaiah University of Applied Sciences
 Bangalore - 560 054

Registrar
 M.S. Ramaiah University of Applied Sciences
 Bangalore - 560 054

2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IOAC/AA - 092022

Date: 18-10-2022


Name of the Department : Research and Innovation



Sl.No	Parameters	Observations from Auditor's Team
1	Sponsored Research: - Government Projects - Consultancy Projects	1. In research & RUAS, yearwise faculty wise publications details are available. But, Patents filed are not available.
2	General files – Govt. related, Industry related.....	2. Dr. Sandhya K.V. from FPI is the IPR Cell coordinator, 2 papers included to enhance awareness regarding IPR.
3	Publication file – Faculty wise	3. FDS & FPI – Created on the basis of new studies & the doctor's papers conducted internally by done with individual faculty's papers. Recently above papers by included on read department basis.
4	Seed money file	4. Vets based on read basis to the research faculty/Dept.
5	Patent file	5. Recently Thesis is being reviewed for consultancy in formality and guidelines, after review before part of the fund Ph.D. thesis but after receiving comments from services & properly submitted for each call.
6	RIC - MoM	6. A mechanism and report available to compile & properly submitted for each call.
7	NAAC related file	
8	Faculty profile	
9	Ph.D:	




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Other Observations and Recommendations


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	Name of the Auditors	Signature of the Auditors with Date
1	Dr. T. N. S. Srinivas Reddy	 18.10.2022
2	Prof. Ms. Geetha B. E	 18/10
3		

 18.10.2022
 Signature of the HOD/Director


 Signature of the Vice Chancellor

Chief, Quality Control (Academics)
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2nd Administrative Offices Audit Report - September 2022

Name of the Department : Human Resource Department

Date:

14.9.2022

Sl.No	Parameters	Observations from Auditor's Team
1	List / No. of Faculty with Ph.D	✓
2	List / No. of Faculty without Ph.D	✓
3	List of Non-teaching faculty	✓
4	Statutes – HR Policy	✓
5	Faculty/ Staff recruitment process	✓ S of needed
6	Employee benefit schemes	✓ Procedure available
7	Staff Appraisal	✓
8	Staff Grievances	✓
9	Staff Individual files	✓
10	Pay slip generation	✓
11	Leave management system	✓
12	Appointment/Increment/promotion/ transfer/ relieving records	✓
13	Databank of candidates required for hiring in future	✓ updated so and taken repd.
14	Job Description	✓
15	Roles and responsibilities	✓ To be linked with
16	Eligibility criteria for specific post	✓
17	Hierarchical matrix that is reporting authorities	✓
18	Training recommendation details pertaining to staff	✓
19	Approval file viz., salary advance, EL encashment etc.	✓ Only induction form audited
20	Job verification details	✓ not yet followed since 2017.
21	Deputation of staff outside RUAS details if any	✓

Chief Audit Officer
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22	Request letters from staff for any sort of official and personal funds if any
23	Department level appraisal records
24	Details of special allowances
25	Leave management details
26	Details of any rare incidents viz., accident, death, riots etc if any
27	A copy of details pertaining to cafeteria, canteen and Mess and any other outsourced activities
28	A copy of hostels, vehicles and their maintenance
29	the above two though being part of student affairs, they fall under human resources too
30	Details on contract labour management
31	PF, ESI for contract labour if any

Other Observations and Recommendations

1. Comprehensive appraisal process is ongoing. The project will be reported into the next appraisal.
2. Induction ~~process~~ for new joiners conducted for 1000 employees with hands on experience.
3. Procedures available for the various activities. SOP may be prepared for guidance and appraisal for dr. faculty.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. Srinivasan Das	 14/01/22
2	Vijaya Lakshmi	 14/01/22
3		

Signature of the HOD /Director



Chief, Quality Control (Academics)
Directorate of QEPET

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Signature of the Vice Chancellor



✓ - no practice on forms. To be defined clearly.

✓ Under Officer -

✓ Contract labour under faculty managers

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2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IQAC/AA - 092022

Date: 14.09.2022

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Name of the Department : Admissions Department

Sl.No	Parameters	Observations from Auditor's Team
1	Year wise Sanctioned Intake with approvals of authorities	<p>AICTE approved documents available. GOK (KSHCE) - expenditure of approval for semester and New program awarded. Certificate students details for each program maintained. Audit by temporary authority needed.</p> <p>AICTE, am DCI, PCI, and other available. only KSHCE - partly available.</p> <p>AICTE copy available. To be reviewed and approved by senior RUAS authority.</p> <p>Sanctioned intake for 2022-23 available in note 5.</p> <p>Modeling means followed for all programs 2022-23.</p> <p>Modeling - details maintained.</p> <p>In process.</p> <p>- To be taken up</p>
2	Year wise admitted students' list with categories and other details	
3	Approval of programs from statutory bodies and regulatory bodies (UGC, AICTE, KSHCE,)	
4	Application received - program wise / Faculty wise	
5	Scholarship / Fee concession	
6	Admission Test - RUAS - AT, NPE, Walk - in	
7	Reservation quota details	
8	Management quota details	
9	Staff list with job descriptions	
10	Admission graphs (Program wise)	

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Directorate of QEPET
Chief, Quality Control (Academics)

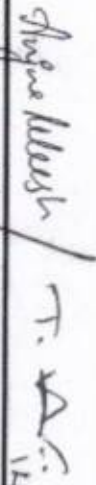


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Other Observations and Recommendations

1. Soft skill evaluation completed. Report not available. Teacher Dept. level needed before commencement of next term.
2. ~~Dep.~~ Dept. level personnel were not involved. ~~Not~~ actively doing basic admissions. But no records available.
3. In the absence of a formal handover, the file was voluntarily reviewed and necessary documents referred and maintained. However, further clarity needed in all aspects.
4. Job description to be made for equitable distribution of work.
5. ~~Yearwise~~ ~~teacher~~ Graphical representation of year wise admission/misadmission details may be maintained.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. T.N. Sathyanarayana Pillai	
2	Vijaya Lakshmi	
3		


 Signature of the HOD/Director
 14/9/22


 Signature of the Vice Chancellor

Registrar
M.S. Ramaiah University of Applied Sciences
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2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IOAC/AA - 092022

Name of the Department : Purchase Office

Date: 14.09.2022

Register

Sl.No	Parameters	Observations from Auditor's Team
1	Indent File / Register - with purchase requests with	
2	Final copies of Purchase orders with CFO signature (one)	1. Purchase process initiated (including tender/ quotation)
3	Maintenance of records for the following:	Approved process/ document to be shared with Dept/ Faculty who
4	Stationery	2. Confirmation from user Dept. for large recurring
5	Electrical	material required.
6	Plumbing & Maintenance	3. Work has increased, so equitable distribution of
7	Catering	workload need to be looked into.
8	Advertisement	
9	Magazines & Journals	4. ERP ongoing initiated.
10	Annual Maintenance Contracts	5. Hospital purchases as per its to be taken up.
11	Capital and Non Capital items purchased for Research funded by Grants	6. Approved Headline Budgets approval should accompany the order including balance available.
12	Files on Capital items like new building	
13	refurbishment of existing building	
14	product details - brochures/specifications/certificates/samples	
15	Vendor selection and approval records	
16	Criteria for vendor selection and approval	
17	List of approved vendors	
18	Indent by employee/dept/faculty/campus	
19	Enquiry generated records	
20	Comparative analysis	
21	Request for Quotation	
22	Quotation received	
23	Purchase order	

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Directorate of QEPET
Chief, Quality Control (Academics)

Registrar
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24	Goods inward note along with quality inspection report
25	Invoices
26	Delay note and rejected note if any
27	Payment details
28	Annual maintenance contracts
29	Stores:
30	Inventory management records - MSL, MPL and issues
31	Internal inspection reports if any
32	Testing tools if any

Other Observations and Recommendations

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. T. N. Sankarabala Datta	
2	V. S. A. S. Lakshmi	
3		

Signature of the HOD / Director


14/9/12

Signature of the Vice Chancellor



Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IQAC/AA - 092022

Date: 14.09.2022

Name of the Department : Information and Communication Technology (ICT)

Sl.No	Parameters	Observations from Auditor's Team
1	ICT Policy	<ul style="list-style-type: none"> • RUAS Campus high solution for online University initiated • Dept. Faculty wise ICT budgetary requirements collected. Fmc has prepared. SSC & SSC - budgetary req. in process. • High performance computing facility version initiated. • Training manuals created for usage of ICT resources. May be disseminated through paper channel. • Sharing of high end computing facility - to be initiated. • Proactive maintenance & cpr initiated - Fmc; University, for times compliance with date. • Identified and listed disposable items. Will be disposed after due approvals.
2	ICT assets across Faculty	
	- Computers	
	- Printers	
	- Software	
	- Networking - Year wise details	
	- A-V equipment's	
	- Communication equipment's	
	- Webhosting internet	
3	Infrastructure details - building wise and Room wise	
4	Purchase - Indenting - ICT related	
5	Installation - procedure	
6	Maintenance register	
7	Service records - complaints attended	
8	ICT - Budget - Annual	
9	E - Waste management	
10	Software - Renewals and Subscriptions	
11	Faculty Profile / Job description	
12	AMC records if any	
13	Custodian records	
14	Indent from staff	
15	Approval letters	

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Amexure-8
Amexure-9 - Name report of Amexure 12
Acad. Audit report

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2nd Administrative Offices Audit Report - September 2022

Ref.No : RUAS/IOAC/AA - 092022

Date: 14.09.2022

Name of the Department : Directorate of Training and Lifelong Learning (DTLL)

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Sl.No	Parameters	Observations from Auditor's Team
	B.Voc	
1	Marketing	1. 2021-22 budget for consumables for 2022-23 marketing budget not initiated as advisory are on hold on hold, under review.
2	Enquiry Handling & counseling	2. Internal documents such as all documents, SVC & BOM & DO available. External approval needed. Not process initiated.
3	Admission Process	3. Documents available in file regarding program of students admitted.
4	Admission procedures	4. Renewal of NOC pending.
5	Execution of work after admission and during the B.Voc course delivery	5. Training & Corporate training activity has scheduled upto Oct 22. Inquiry awaited for leadership for initiative/continuing the process. No program scheduled after October 2022.
6	Revenue records maintenance	
7	PGCPP - FDS (from-2020)	
8	RUAS Admission work for the year 2021-22	
	Corporate Training Programmes (CTP)	
9	Batch Strength	
10	Approving authority for trainings	
11	Training Charges (INR)	
12	Additional Charges:	
	- Lunch reimbursements as and when applicable	
	- Travel reimbursements as and when applicable	

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13	Time table
14	Course Material
15	Assessment conducted
16	Results approved by
17	Certificate issued
18	Signatories on Certificate
19	Documents available
20	Place of storage of list of graduates and other information
	Competency Centre
21	Marketing method
22	Seat intake
23	Authority of approval for intake
24	Fee for course
25	Additional fee
26	No. of admissions
27	Academic Process
28	Time table
29	Course specifications
30	Module specifications

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31	Results	
32	Approving Authority for Result announcement	
33	Resit procedure	
34	Resit Fee	
35	Certificate issued	
36	Signatories on certificate	
37	Storage of list of graduates and other information	

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Other Observations and Recommendations

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. T.N. Srikantiah Dutt	
2	Vijaya Lakshmi	
3		

Signature of the HOD/Director

Signature of the Vice Chancellor

Chief Quality Control (Academics)
Directorate of QEPET
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

Registrar
M.S. Ramaiah University of Applied Sciences
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Ref.No : RUAS/IOAC/AA - 092022

Name of the Department : Controller of Examinations (CoE)

Date: 04.11.2022

Registrar

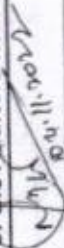

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Sl.No	Parameters	Observations from Auditor's Team
1	Exam. Regulations/Exam.manual	Available. Undergoing revision to include New rule faculty changes.
2	BoE composition, MoMs	Available. Separate BoE individual files available with all members.
3	Exam timetables	Copies of all exam timetables available in separate files. Office order available after the process was initiated.
4	Appointment of Exam Superintendents	Office order available after process was initiated.
5	Constitution of Moderation Boards	Process followed, Records & Copies later available with Student Syll.
6	Printing and distribution of QPs	Central evaluation followed at faculty level.
7	Mechanism of Evaluation Process	Through ERP. Admission details are shared after course leader signs the marks.
8	Eligibility announcement	As per process
9	Exam registration process	Followed as per process, no registration follows notification given by CoE.
10	Invigilators list	Available with respective faculty and CoE.
11	Seating plan	Available.
12	Exam fee notifications/details	Available. Related form 9.
13	Admission ticket generation	Released through ERP as per process. Question for students to download ERP.
14	Result analysis/ Final result approval	Detailed Result analysis at Dept faculty level to be developed before submission for another set of results.
15	Pass percentage in stipulated period	It is part of result analysis for graduation day.
16	Issue of PDC / Transcripts / degree certificates	Process for PDC transcripts to be developed before submission for another set of results.
17	Revaluation reports	Process for revaluation reports to be developed before submission for another set of results.
18	ELMPC / ELMEC	Process for ELMPC / ELMEC to be developed before submission for another set of results.
19	Any reports to management for decision making, related to Examinations	Process for reports to management for decision making, related to Examinations to be developed before submission for another set of results.
20	ERP - Mechanism for students and Faculty members to reach ERP and its usage	Training provided based on requirement for various modules.

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Other Observations and Recommendations

- ② Served storage space for COE offices, workshop and dedicated staff for handling all COE office activities.
COE activities in a timely manner.
Academic Registry
- ① There appears to be shortage of staff for handling Academic Registry activities.
- ③ Documents pertaining to period before 2020. Available with respective faculty. Partial records are available. Need personnel to space for keeping storage of books records.

	Name of the Auditors	Signature of the Auditors with Date
1	Dr. P. N. Sathyanarayana Das	 20.11.2022
2	Ms. Geetha B.E	 24.11.2022
3		


Registrar
M.S. Ramaiah University of Applied Sciences
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Signature of the HoD /Director
Controller of Examinations
M. S. Ramaiah University of Applied Sciences
University House, New BEL Road,
Bangalore - 560054

Chief, Quality Control (Academics)
Chief, Academic Control (Academics)
M. S. Ramaiah University of Applied Sciences
M. S. Ramaiah University - New BEL Road
Bangalore - 560054


Signature of the Vice Chancellor

Report**Date: 19.10.2022****Venue: S1, Board Room****Time: 11.00 am onwards****NAAC Awareness Programme on Financial Metrics of SSR by Dr. P N Razdan, Principal Advisor, QAEC, GEF (M)****Members Present:**

1. Dr. Kuldeep K Raina, Vice Chancellor
2. Dr. P N Razdan, Principal Advisor — Quality Assurance and Excellence Cell, GEF (M)
3. Prof. Govind R Kadambi, PVC — Research
4. Dr. Om Prakash Kharbanda - PVC — Health Sciences
5. Dr. G S Venkatesh, Registrar
6. Sh. T. Venugopala Sastry, CFO
7. Dr. Medha Y Rao, Dean- Academics
8. Sh. Udayakumar Shetty, Head-F&A
9. Prof. Ashok C Meti, CoE
10. Dr. Soma Chaki, Assoc. Dean- Academics
11. Dr. T.N. Srikantha Dath, Associate Dean- Academics
12. Sh. Jyothi Shankar, Director-DTSLD
13. Dr. Sharath Kumar, Director Research Division
14. Dr. Nanda Kumar B S, Deputy Director, Clinical Research
15. Dr. Reema Chaudhury, Director- DSA
16. Dr. Rohini Keshava, HoD, Biotech-FLAHS
17. Sh. Shanthamurthy, Manager-F&A
18. Sh. Nagesh T R, Chief Manager, ICT
19. Dr. Ashok D, Librarian
20. Sh. Pavan S Yadav, Asst Manager- Office of Registrar
21. Ms. Vijayalakshmi, Head, QAC
22. Ms. Prathima Mohan, Corporate Trainer, QAC
23. Ms. Madhu B K, Deputy Coordinator, QAEC, GEF (M)
24. Ms. Priyanka, Executive, QAEC, GEF (M)
25. Ms. Geetha B E, Head, QAC
26. Sh. Parameshwar. S, Chief, QAC



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The Hon'ble Vice Chancellor welcomed all the members to the programme and briefed up on the agenda of the programme.


The following are the proceedings of the programme:

- Dr. Razdan appraised the members about the importance of scoring highest scores in Quantitative Metrics which can be substantiated with all relevant supporting documents as well as relatively scoring good in Qualitative metrics for better overall grade.
- During the presentation, emphasis on 13 metrics required for DVV and other 52 supporting documents spread across all seven criteria related to Finance and accounts were elaborated.
- Requested Finance and Accounts department and all other stakeholders to ensure authenticated documents wherever financial transactions have been taken place.
- Shri T. Venugopala Sastry, CFO, ensured that if any financial assistance was taken from GEF(M), proper documents (common bills and financial statements) can be maintained for availing the service from the office.
- Vice Chancellor informed that all data pertaining to Finance and Accounts to match with the relevant Audited statements authorised by the CA for including in the SSR
- Vice Chancellor and Dr P N Razdan sought the support from the Finance team to furnish the appropriate data discussed to speed up the SSR process
- Registrar in discussion with Vice Chancellor announced the following arrangements about the Senior leadership members mentoring the criteria leaders:

Criteria	Mentor	Criteria In-Charge
1 and 7	Dr. Medha Rao	Dr. Soma Chaki ,Dr. Srikantha Dath and Mr. Jyothi Shankar
2 and 6	Prof Govind Kadambi	Prof. Ashok Meti and Mr. Paramesh
3	Dr. Om Prakash Kharbanda	Dr. Sharath and Dr. Nanda Kumar
4	Dr. Savita Ravindran	Mr. Nagesh T R and Mr. Ashok. D
5	Dr. G S Venkatesh	Dr. Reema Chaudhury

- It was decided that the mentors allotted to periodic meetings with the allotted criteria leader and representatives for faster progress and finalisation of SSR
- NAAC war room place allotment was discussed for which Vice Chancellor informed to use S11 Board Room
- 3rd Academic Audit and 2nd Administrative Audit reports were also discussed briefly and it was assured that GEF (M) office will procure the centralised data like documents related to finance, infrastructure etc.


Chief, Quality Control (Academics)
Directorate of QEPET
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Programme ended with vote of thanks from Vice Chancellor and expressing gratitude to Dr. P N Razdan for his valuable inputs on the subject.

Attendance



Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Date: 19.10.2022

Venue: S1, Board Room

Time: 11.00 am onwards

NAAC meeting - Financial Metrics address by Dr. P N Razdan

Sl. No	Name	Designation	Signature
1	Dr. Kuldeep K Raina	Vice Chancellor	
2	Dr. P N Razdan	Principal Advisor - Quality Assurance and Excellence Cell, QEP (M)	
3	Prof. Govind R Kadambi	PVC - Research	
4	Dr. Anindya Sen	PVC - Social Sciences	
5	Dr. Om Prakash Kharbanda	PVC - Health Sciences	
6	Dr. G S Venkatesh	Registrar	
7	Dr. Medha Rao	Dean, Academics	
8	Dr. Smita Chaki	Asst. Dean - Academics	
9	Parametha S	Chief SAC	
10	Dr. Prerna Chaudhary	Director - Student Affairs	
11	Shankarwarthy	Manager Acad	

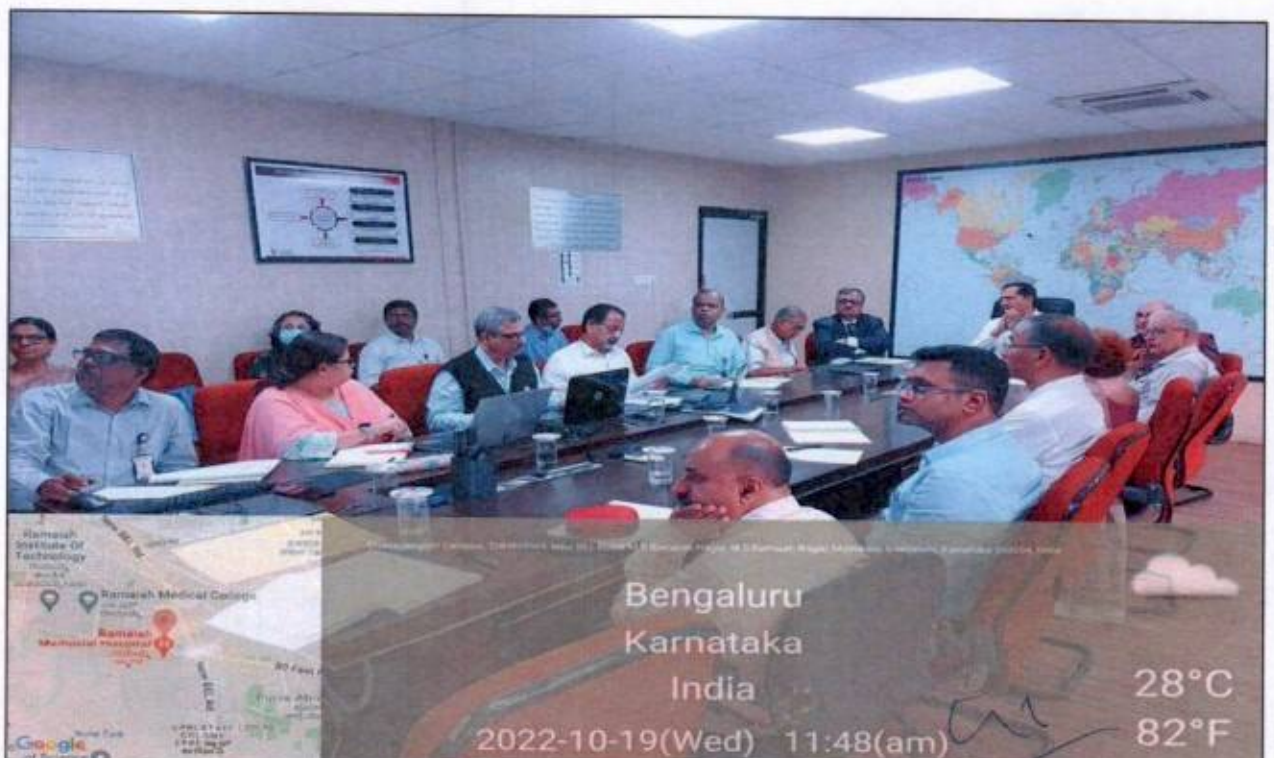
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12	Udayakumar Gidty	Head - PPA	
13	Vasanthakumari	CEO	
14	Prof. P. K. Chak	CBE	
15	Dr. N. S. S. S. S.	Asst. Dean	
16	Jyothi Shetty	Director, DSSD	
17	SHARATH KUMAR	REGISTRAR	
18	Rohini Reddy	Head, Technology	
19	Abhishek T R	Asst. Registrar - IET	
20	Dr. Aswathi D	Librarian	
21	Pooja Suresh	Asst. Registrar	
22	Vijayalakshmi	HQMS, IDOS, RTE	
23	Prashant Mishra	Asst. Registrar	
24	Pooja	Asst. Registrar	
25	Satish Kumar	Asst. Registrar	
26	Dr. Nanda Kumari	Deputy Director, Central Library	
27	Mr. Gupta	Head, PPA	
28			
29			
30			

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