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Academic and Administrative Audit (AAA) Report

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NATURE SCIENCE FOUNDATION

A Unique Research and Development Centre for Society Improvement
(An ISO Certified Organization & Ministry of MSME Registered Organisation)
LIG-II, 2669, Gandhi Managar, Peelamedu, Coimbatore - 641 004, Tamil Nadu, India.
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Regd No 114 / 2017

Certificate of Academic and Administrative Audit

NSF/RGCET/AAA/2023/15

This is to certify that **Rajiv Gandhi College of Engineering and Technology, Kirumampakkam, Pondicherry - 607 403, India** has successfully undergone an 'Academic and Administrative Audit' on 19th April, 2023 and assessed the performance of administration and academic capacity in terms of providing quality education and maintaining the eco-friendly campus to the stakeholders were found to be excellent.

This Certificate is valid till 18th April, 2024.
Ref. No: ISO/NSF/SER/R/07

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(Dr. S. RAJALAKSHMI)
Chairman of NSF & Lead Auditor
Certified ISO QMS & EMS, EnMS &
ISO 17020:2012 Auditor

(Dr. B. MYTHILI GNANAMANGAI)
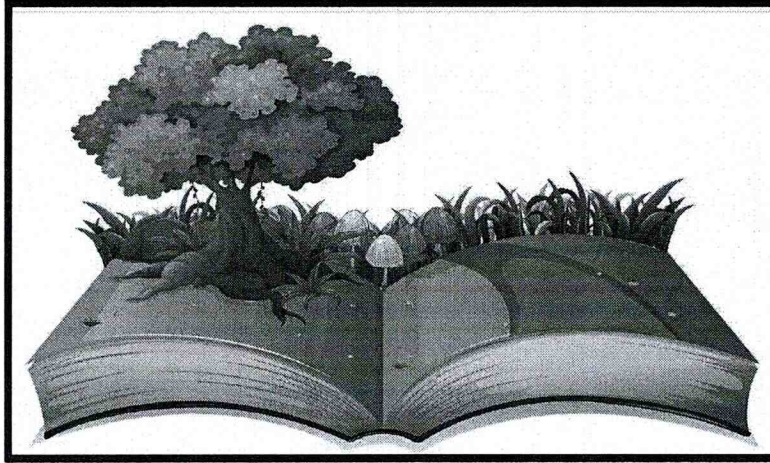Certified Auditor IGBC AP & ASSOCHAM
Indian Green Building Council

(Er. D. DINESH KUMAR)
BEE Certified Energy Auditor
Bureau of Energy Efficiency

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TECHNICAL REPORT OF
ACADEMIC & ADMINISTRATIVE AUDIT

Submitted to

RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY, KIRUMAMPAKKAM, PONDICHERRY - 607 403, INDIA

Date of Audit: 19.04.2023

Submitted by

Regd. No. 114 / 2017

NATURE SCIENCE FOUNDATION
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1. Introduction

The performance of executive duties is determined by the Management of Organization who take care of administration of an academic Institution whom the act or process of administering something the administration of justice in offering education to the students which is the execution of public affairs as distinguished from policy-making. Academic administration is an organized way of managing people like teaching fraternity and non-teaching as well as supporting staff members by means of the management rules and regulations (Lauder *et al.*, 2015). The basic functions of administration is planning, organizing, directing, executing, implementing and controlling. The process of administering an academic organization by a group of people covering Management, Chancellor, Vice-Chancellor, Pro-Chancellor, Registrar, Principal, Dean, Director, Heads of Department, Chief Executive Officer, and Administrative Officer, Finance Officer, Office Superintendent Faculty members etc., to improve the quality of educationto the stakeholders.

An academic administrator provides office support to either an individual or team and is vital for the smooth-running in terms of offering the quality education to the students. Their duties may include fielding telephone calls, receiving application forms and directing visitors, word processing, creating spreadsheets and presentations, and filing the documentations including admission of students based on their choice of studies. The choice of studies may be different subjects domains in Arts full time/part-time course in B.A/M.A., B.Com./M.Com, B.Sc./M.Sc., B.E./B.Tech./ B.Pharm., M.E./M.Tech./M.Pham., M.Phil., Ph.D., D.Sc/D.Litt. In order to execute an effective administration, administrative skills are required those related to running a business or keeping an office organized, and are needed for a variety of jobs, ranging from office assistants to secretaries to office managers. Employees in nearly every industry and company need strong administrative skills including academic Institutions.

Administrative services means services pertaining to personnel, payroll, property management, benefits, human resource management, financial planning, case docketing and management, contract and subcontract management, facilities management, proposal activities and other similar services. Administration is useful to not only in academic Institutions but also in the business ventures as well as to the different fragments of society too (Fachrudin *et al.*, 2019). It gives and keeps up interface different sorts of providers, banks, insurance agencies, government offices, and overall population. It benefits society all in all by giving its administrations

2. Need for an Academic Administrative Audit

The aim of academic administrative audit is to provide the necessary leadership and supervision in studying, planning, improving, coordinating, and evaluating of the school programmes and in handling of the problem areas that materialize in the Schools, Colleges, Universities and tutorial study centres. There are common personal characteristics excellent administrators which typically have 1) Leads and motivates team members, 2) Displays passion for an organization's mission and vision, 3) Possesses high morals and ethics, 4) Values collaboration and team-building, 5) Strives for high-quality work and 6) Makes high-level decisions. Educational Administration is regarded as the process of integrating the appropriate human and material resources that are made

available and made effective for achieving the purposes of a programme of an educational institution. The term "Administration" doesn't refer to any single process or act. Educational administration is a discipline within the study of education that examines the administrative theory and practice of education in general and educational institutions and educators in particular activities (Gnanamangai *et al.*, 2021). Educational administrators oversee the day-to-day functions of schools at every level: day care centers and preschools, elementary and secondary schools, and colleges and universities. They provide leadership in times of crisis and lay out optimistic visions for the future of educational institutions. There are some common 1) Centralized and Decentralized Education Management, 2) External and Internal Education Management, 3) Autocratic and Democratic Educational Management, and 4) Creative Educational Management. Campus facilities for disabled, special needs and or maternity care including security, safety and health infrastructure facilities for stakeholder's wellbeing are taking place in the campus are being documented. More efficient resource management, provide basis for improved sustainability and creation of plastic free campus to evolve health consciousness among the stakeholders are needed to be strengthened. Impart environmental education through systematic environmental management approach and improving environmental standards by making a benchmark for environmental protection initiatives are being assessed. Best practices followed on green and ecofriendly campus initiatives in the Organization listed and disseminated among the stakeholders are noted. Recommendations for improving the green and ecofriendly atmosphere including green skills development programme initiatives, planning and efforts taken in the campus after audit report to improve further are well taken (Rajalakshmi *et al.*, 2021).

3. Role of Educational Institutions in India

Academic and Administrative Audit (AAA) is playing important role in improving quality of education across the world. AAA is widely applied to evaluate the performance of the various departments and Institution and give suggestions for further improvementof the quality of teaching, research, administration, and curricular and extra-curricular activities. The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. The Institution undertake continuous AAA and undergoing External Quality Assurance process to continuously strive for excellence. In view of providing green with eco-friendly atmosphere to the stakeholders, Educational institutions are focused on establishing and maintenance of eco-friendly campus without harming the environment. In addition to that a quality education may be provided to the students by creating an amicable atmosphere with a beautiful education ecosystem. A clean and healthy surrounding in an Organization determine the effective learning and provides a favorable learning environment to the students. Educational institutions are insisted by both Central and State Governments to provide eco-friendly atmosphere to the stakeholders (Choy and Karudan, 2016). In addition, all the Educational institutions are asked to save the environment for future generations and to solve the problems associated with environment through Environmental Education. Implementation of Swachh Bharath Abhiyan Scheme by the Indian Government through Educational institutions imparted neat and clean environment at tribal, rural and urban areas across the country. Seminar, Conference, Workshop, training and awareness programmes on Biodiversity conservation education, environmental awareness programmes, etc. may be conducted periodically by the Management and Administrative people of an Organization to the stakeholders.

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Academic and administrative auditing is a kind of professional tool to identify organization's academic performance aligning with its policies and compliances of the Government guidelines. This audit process is definitely useful for the Educational institutions to offer quality education to the students. The auditing report may be useful to maintain the eco-friendly campus in a sustainable manner and can give eco-friendly atmosphere to the students and staff members. This audit is like an official examination of an organization's campus as per the Government guidelines covering University Grant Commission (UGC) and All India Council for Technical Education (AICTE) and Medical Council of India (MCI). Audit report may be useful to improve the organization's campus significantly by following the recommendations and suggestions specified in the report. Conducting these kinds of audits is no longer an option but a sound precaution and a proactive measure in today's heavily regulated conditions. In this academic and administrative audit, green campus, environment, energy, soil and water, hygiene and waste management audits are also included with respect to maintain a green campus with ecofriendly atmosphere along with a conduct of flora and fauna in the campus and study of carbon footprint in which carbon dioxide level is assessed in the campus (Cardozo *et al.*, 2019).

4. Aims and Objectives of an Academic & Administrative Audit (AAA)

An academic & administrative audit (AAA) is a useful tool for measuring and implementing administrative rules and regulations including the management plans of an academic Institution. The aim of this audit is to provide the necessary leadership and supervision in studying, planning, improving, coordinating, and evaluating of the various academic programmes and in handling of the problem areas that materialize in a proper way. The IQAC undertake AAA to monitor and evaluate the institutional process through systematic internal and external reviews. The AAA is a peer review process including a self-study and a site visit by peers from inside and outside the institution. The purpose of an academic audit is to encourage programs, departments and the institution to evaluate their quality processes and standards based on predetermined benchmarks and to suggest activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular programmes and activities and the infrastructure and support services.

Academic Audit: - Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in Higher Education Institutions (HEIs). Designing effective teaching and learning processes and evaluation of Course and Programme Outcomes as per the outcome-based education which in turn useful to develop the student assessment in a sustainable manner. Assuring quality education by implementation of co-curricular and extracurricular activities in a big way to foster the students to work in any environment.

Administrative Audit: - It can be defined as a 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. It is to understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods

for improvement and for overcoming the weaknesses. Identification of the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc. will be undertaken. In addition, it is to evaluate the optimum utilization of financial and other resources including to suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NBA, NAAC and other bodies.

The following major objectives are taken into consideration while implementing the AAA at Department and Institution level.

- The AAA is to encourage reviews about the Educational Institutions from the peers that are inside and outside of the Institutions by visiting the sites and conducting a self-study about the processes carried out there.
- This helps them to ensure the quality of the standards in comparison with the previously set benchmarks by the NAAC / NBA / other Accreditation Bodies. Further, the Institutes get an opportunity to understand the shortcomings and improve the quality of education of the various processes and systems of the Institutions.
- This includes evaluation of all the curricular and co-curricular programmes and activities which eventually helps the Institutes to maintain the high education standards on a long-term basis for future prospects.
- The purpose of the Academic and Administrative Audit is to evaluate the performance of the various Departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.
- It is useful to prepare a Self Study Report (SSR) for the purpose of Institution / Department grading which aims to encourage self-evaluation, accountability, research, and innovation in teaching and learning.
- It will also help to create healthy competition in curricular and extracurricular activities among the Institutions / Departments. The grading will be performed based on the valid documents and question wise as per the following criteria.

The audit process is carried out as per the following:
- Maintenance of Course files (Course contents, Lecture notes, Student's name list, Curriculum and Syllabus, Timetable, Teaching plan, Examinations, Question papers, Test marks, etc.) for verification and documentation.
- Web portal entry details of students and their complete address, Supplementary Education details for each subject, Report of absentees sent to parents Laboratory observation and record book of students (sample), Result analysis of semester University Examination for online access.
- Campus area, Office space, Area of Library, Security, Water facility, Power back up facility, Wash room facility, Parking facility, Class room, Staff room, Seminar halls, Medical centre facility, Sports facility, Hostel (Boys and Girls), Transportation facility, Support services (Bank, ATM Centre, Post Office, Reprography, Canteen, Computer facilities and etc.) for effective administration.
- Know the status of development of internal and external Green campus, Environment, Energy, Soil & Water, Hygiene and Waste Management audits procedures and implementation scenario in the Organization.

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- Protecting the environmental health and minimise the threats posed to human safety by the performance of the Organization along with consciousness among the stakeholders about the importance of environment and conservation as per the Environment Management Systems (ISO standard of 14001:2015) and Environmental Legislations by the Organization.
- To establish a baseline information about the eco-friendly environment in the campus to the stakeholders for future sustainability and maintenance of Labour / Occupational health & medicine followed by proper documentation of environmental compliance status.
- Establishment the Green campus objectives and targets as on today as per the 'Green and Environment Policy', 'Purchase Policy', 'Energy Policy', 'Waste Management Policy', 'Indian Biodiversity Act' and 'Wildlife Protection Act' of the Ministry of Environment, Forests and Climate Change, New Delhi and World & Indian Green Building Council concepts.
- Improving the drinking water / RO water / Bore well water / Open well water / Pond water / Municipal or Corporation water quality through the analysis of Physico-chemical properties of water.
- Creation of wastewater treatment facility and solid waste management provision in the campus for recycling of wastewater and solid wastes to minimize the air, water and soil pollution including the suggestion of availability of Biogas plant to the management to restrict the usage of fossil fuel in cooking purposes.
- Implementing status of the rain harvesting system, water reservoirs, percolation pond, etc. in the campus to increase the ground water level.
- Establishment of terrace garden, herbal garden, kitchen, zodiac, ornamental gardens, etc. for enhancing teaching and learning and commercial exploitation.
- Treated water consumption towards plant cultivation, canteen, hostel, machinery cleaning, transport, toilet use and etc. on water consumption and per capita water consumption per day calculation.
- Conduction of awareness programmes and cultural activities on global warming, environmental changes and ecosystem maintenance to the stakeholders along with steps taken for organic, inorganic, toxic, e-waste, biomedical, food, sewage waste management, segregation of wastes and reuse methods.
- Identification of additional various energy conservation measures and saving opportunities followed by review of energy saving opportunities and measures implemented in the audit sites.
- Implementation of alternative energy resources for energy saving opportunities and decision making in the field of energy management.
- Analysis of electricity bill amount for the last two to three years, amount paid for LPG cylinders for last one year and amount paid for water consumption for human beings and watering to the plants.
- Use of incandescent (tungsten) bulb and CFL bulbs, fans, air conditioners, cooling apparatus, heaters, computers, photo copiers, inverter, generators and laboratory equipment and instruments installed in the organization.
- Alternative energy sources / nonconventional energy sources are employed / installed in the organization (photovoltaic cells for solar energy, windmill, energy efficient stoves, Biogas, etc.).

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- To assess the diversity and density of microbial wealth in the atmosphere and to assess the waste management strategies and methods of disposal of food and human wastes to be aware of the public domain with personal and environmental hygiene.
- To check the availability of tools and materials for hygiene such as hand wash, soap, sanitiser, dryer, tissue roll, hand gloves, masks, lab coats, etc.
- To ensure the facilities of sufficient ventilation, napkin disposal and waste management in the campus.

5. Benefits of an Academic & Administrative Audit

The Department is requested to submit a Self-Study Report (SSR) of its performance during the academic year for the purpose of Institutional / Department grading. The grading aims to encourage self-evaluation, accountability, research, consultancy services and innovation in teaching and learning. It will also help to create healthy competition in curricular and extracurricular activities among departments. The grading will be performed based on the following criteria (Rajalakshmi et al., 2021). All claims should be supported by valid documents. All claims should be self-evaluated, question wise as per the evaluation chart attached. The NAAC expects the institutions to undertake Academic and Administrative Audit (AAA) to monitor and evaluate the institutional process through systematic internal and external reviews. In order to introduce academic reforms, review their progress and support reforms in the respective Higher Education Institutions (HEIs), it was necessary to implement AAA. It is a peer review process including a self-study and a site visit by peers from inside and outside the institution. The purpose of an academic audit is to encourage programmes, departments and the institution to evaluate their quality processes and standards based on predetermined benchmarks and to suggest activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular programmes and activities and the infrastructure and support services (Cabrera et al., 2010).

In the process of evaluation, the quality of education in the Higher Education Institutes and makes sure that the colleges are offering top-class education for the students in all aspects such as research, projects, internships, classes, job opportunities, and others. Under this, Process the colleges to sign an AAA in which the Institute / Department has to assess and monitor their processes with a well-planned system of internal and external reviews. To bring new academic reforms and keep track of the progress, and support reforms of the Higher Education Institutes (HEIs), the implementation of academic and administrative audits of colleges has become an important aspect (Buckman et al., 2014).

The advantages of an academic & administrative audit are manifold such as it helps in eliminating unnecessary workload and dwells mainly on those essentially required for the success of a student's career. On the other hand, it also helps in clarifying their roles and responsibilities and thus avoids conflicts in teachers. It ensures availability of well-rounded students who can contribute from day one itself in case of employers. Similarly, for the Administrators, it gives an insight into the overall quality of the institution including its strengths, weaknesses, opportunities and threats. It ensures the proper use and effectiveness of the processes, systems, infrastructure, practices, infrastructure, HR and facilities in the practice of the institution and to implement

corrective measures. Focus on teaching-learning and evaluation process, how teachers teach (both conventional and innovative), how students learn (both formal and informal), and how best the students are assessed (both for life and career). Define quality in terms of learning outcomes such as programme outcomes (PO), programme specific outcome (PSO) and course outcome (CO) mapping which may be aligned with learning objectives (Bae and Seol, 2006). Continuous improvement is needed in which continually and consciously strive to improve for the total quality development of the students, teachers and the institution (Shriberg, 2002). Good Governance is playing important in which hierarchy, administrative procedures and practices, systems, HR and other policies, transparent financial management, complaint resolution mechanism, etc. are included in the AAA. The accomplishment of the needs of the various stakeholders such as students, parents, teachers and staff members, statutory authorities, society and the community in case of public perception.

6. Procedures followed in an Academic and Administrative Audit

NAAC has prescribed a specific methodology and guidelines for conducting Academic & Administrative Audit (AAA) in the Institutions. Generally, there are two types of AAA such as 'Internal AAA' and 'External AAA'. With the approval of the authorities, the IQAC of the respective institution can evolve strategies and procedures for conducting the audit, on the basis of their requirements and in line with the seven criteria fixed by the NAAC. Internal Audit shall be done by IQAC of the Institutions. Every Institution is expected to conduct internal AAA at regular intervals to review the programmes and activities at the department level and the institution as a whole. The external AAA is to be done in the institution by external peers / experts. Auditors are primarily teachers who have experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies. The External Audit team, in the beginning, will meet and interact with the Management, Management Representative, Vice-Chancellor, Registrar, Principal, Chief Executive Officer and the IQAC team to collect the details of the programmes and activities being conducted/ undertaken during the period of audit. Auditors will then visit all departments and facilities and generally verify the 'Self Study Report' along with supporting documents. They will interact with the Dean / Director / HoD and the teacher in charge of quality assurance and will seek for doubts and clarifications if any. After conducting the audit in all the departments and facilities, the audit team will sit with the IQAC team to obtain further details, documents and clarifications (Leon-Fernandez and Dominguez-Vilches, 2015). Before the exit meeting, the external audit team will again interact with the Management, Management Representative, Vice-Chancellor, Registrar, Principal, Chief Executive Officer, Dean, Director and the IQAC team and present the brief observations and findings of the audit. Both parties of internal and external audit team can express their views and analysis on the observations and findings of the audit.

The institution has evolved its own guidelines and methodology by learning from good practices followed by leading institutions within and outside India. The successful practices are adapted to suit specific context and requirement of the institution on various aspects such as 1) periodicity, 2) selection of peers / experts and 3) process. Periodicity illustrates the institution should undertake the AAA exercise on bi- annual basis; an internal exercise twice a year and involvement of external peers once in a year. Selection of peers / experts illustrates involvement of the senior faculty members from the

institution who command respect from faculty on the basis of their credentials such as academic distinctions, experience in accreditation work such as NAAC and NBA or similar bodies and professionalism, are selected as internal auditors for AAA. Process illustrates the institution has devised its own process and formats with some changes defined by the accreditation bodies like NAAC and NBA. The main focuses of the defined processes are teaching-learning and evaluation process, define quality in terms of learning outcomes, develop research culture, continuity and consistency based on the vision and mission of the institution, application of best practices suited to the institution and the departments, community orientation and public perception, alumni, training, placement and good governance.
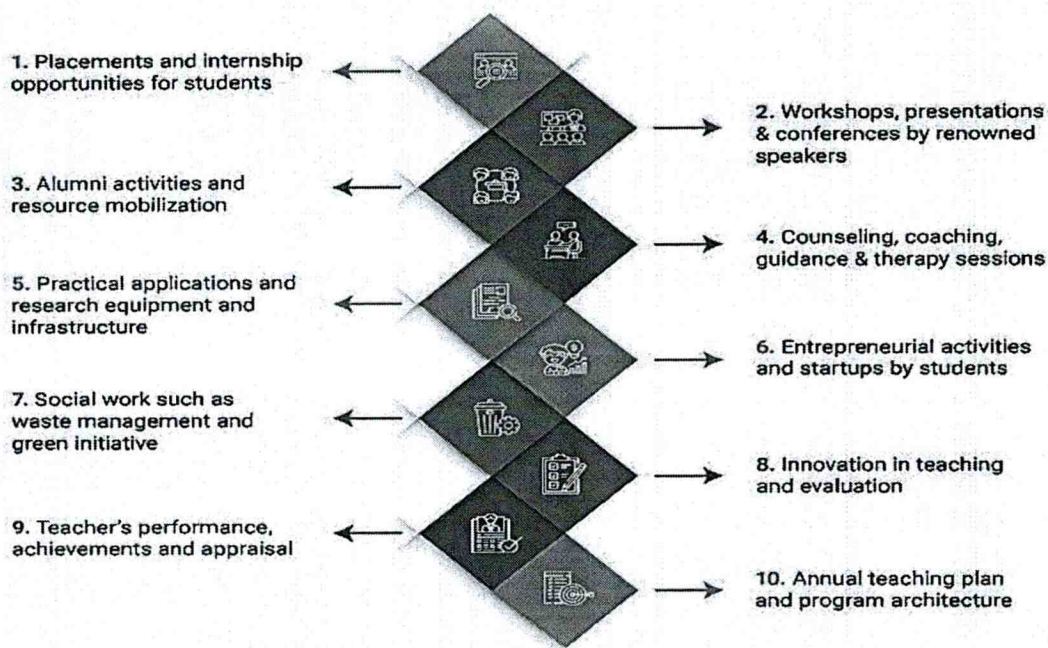
6.1. Stages of the AAA process

Stages of the academic and administrative audit process involve the following stages: 1) Preparing the "Self-study Report" with evidence-based documentation, 2) Internal peer review and evaluation of the self-study report, 3) Modifying the self-study report based on the internal peer, 4) Implementing the suggestions and rec review report, 5) External Peer review/ audit by the external audit team and 6) Implementing the suggestions and recommendations of the external peer audit. Each Institution / department shall prepare a self-study report, based on the latest seven NAAC criteria, of their respective departments. It shall include all the programmes and activities of the department with supporting documents/ evidence. Give emphasis to the following points:

- The Course plan and Teaching plan along with the programme architecture and logic prepared in the Annual Academic Planning meeting is to be given with due importance
- Innovations implemented for the teaching, learning and evaluation
- Work Diary, Class Diary and Monthly Performance Report (MPR) along with its analysis of the teachers
- Strategies put into practice for the implementation of Outcome-Based Learning (OBE) and PO, PSO and CO mapping
- Remedial coaching, Mentoring and counselling, programmes and activities
- Research (including Major and Minor Research), Publication, Consultancy, Project, Tie-ups and collaboration, Joint programmes, etc.
- Seminar/ Conference/ Workshops conducted by the department as well as attended by the staff members and students outside the college including paper presentation and chairing the sessions, Start-ups by students and alumni, etc
- Teacher Performance Appraisal, Feedback Analysis of teachers along with Action Taken Report, Department Growth Plan and Personal Growth Plan, Satisfaction Survey and Need-analysis of students
- Placement activities/initiatives including Soft-skills, Life-skills, Career Skills, Time Management, Image Building, Personal Grooming, etc
- Best/ exemplary Practices, Green initiatives, Green and Environment Policy, Energy Policy and Purchase Policy, Waste management, Gender sensitivity, *Swachh Bharat, Ek Bharath Shrestha Bharath*, 'Interdepartmental competition', 'Interdepartmental cooperation', Facilities for the Differently Abled, etc.
- Department Icon activities and Celebration of Great Indian Personalities, Minutes of the department meetings, Staff and students welfare activities
- Institutional Extension Activities and Campus Community Initiatives, Campus Industry interactions, etc.

- Alumni Association programmes, activities and interaction and the Resource mobilization through the Alumni.
- Strengths, weaknesses, Opportunities and Threats / Challenges of the Institution / Department describing initiatives to address practices that need improvement
- Future plans, and its implementation strategies and priority-wise plans for improvement.
- Checklist for AAA may be prepared and executed for checking quality of academic and administrative process in the Organization.

Checklist for Preparing AAA Audit Reports

1. Placements and internship opportunities for students

2. Workshops, presentations & conferences by renowned speakers

3. Alumni activities and resource mobilization

4. Counseling, coaching, guidance & therapy sessions

5. Practical applications and research equipment and infrastructure

6. Entrepreneurial activities and startups by students

7. Social work such as waste management and green initiative

8. Innovation in teaching and evaluation

9. Teacher's performance, achievements and appraisal

10. Annual teaching plan and program architecture

6.2. Review by Internal Teams/Peers

Once the yearly / periodic Self-study Report with evidence-based documentation is ready, the internal audit team will review it by going to each department, administrative units and facilities. On the basis of their observations, the internal audit team will prepare a report and submit it to the Principal. The Principal after careful check and review will pass it on to the IQAC for implementation of the suggestions and recommendations.

6.3. Modify the self-study report

The IQAC team will carefully study the suggestions and recommendations of the internal audit team and implement and modify the Self Study Report.

6.4. Audit by the external audit team

Once the Self Study Report is modified, the external audit team will be invited to conduct the external AAA. They will prepare a schedule for the AA (model given at Annexure) and will conduct the AAA accordingly in all the departments, administrative units and facilities. On the basis of their visit and observations and discussions with the

IQAC Coordinator and the Principal, the external audit team will give a report to the Principal usually in an exit meeting.

6.5. Implement recommendations from the audit

The Registrar of the University and Principal of the College after careful check and review will forward the report of the External Audit team to the IQAC for implementation of the suggestions and recommendations. A detailed plan of action may be prepared to implement the suggestions in a phased and organised manner.

6.6. Execution of Audit procedures

It should be written in such a way that even a junior auditor will be able to understand what is to be done. For example, avoid vague procedures like 'check goods received notes'. This is vague as it does not explain what is to be examined in the goods received notes. Is it the description of items received, the quantity received or the name of the vendors. The auditor will agree a sample of items from the inventory sheets to the raw material inventory. It is to ensure that the inventory recorded on the sheets actually exists. This will confirm the assertion of existence of inventory as an asset in the financial statement.

6.7. Research and development

The Management should encourage the research activities among students and staff members in which a large number of new projects along with the stage of development should be taken up. It is agreed that the expenses for research incurred to the invoices and supporting documentation and to inclusion in profit or loss should be documented properly. It should confirm technically feasible and intention to complete the project by discussion with development managers or review of feasibility reports. Review research reports to confirm the data which has the ability to illustrate the probable future economic benefits to the mankind.

7. About the Institution
Rajiv Gandhi College of Engineering and Technology

SRI BALAJI EDUCATIONAL AND CHARITABLE PUBLIC TRUST was formed with noble aim of promoting technical education for the aspiring youth of our country and abroad. The continuous achievement of the Trusts ambition is quite transparent in the outstanding performance of their State of the Art Institutions viz... , in accordance with the general policy of the Government of Pondicherry to give high priority to technical and professional education in order to meet the demand for professionals. Its aims include developing entrepreneurship and molding young men and women to assume leadership for the betterment of society.

The Building for the college is constructed in an area of 30 Acres of Land at Kirumambakkam, 13 Kms from Pondicherry towards Cuddalore in a beautifully elevated, pollution free surroundings on the East Coast Road. About 2,25,000 Sq. ft. of construction is being done to match International Standards under the advice of Prof. A Mohammed Hans, Director, School of Architecture and Town Planning, Anna University, Chennai. Pondicherry is 145 kms away from Chennai. It is well connected by road and rail. The nearest Airport is Chennai airport and the Railway station is Cuddalore. The Aurobindo Ashram, Auroville and Manakkula Vinayagar Temple are also located in the Union Territory, well known for its weather and conducive learning atmosphere.

The college has Spacious Class Rooms, Drawing Hall, good collection of books in the Library, fully Air-conditioned Computer Lab with sufficient infrastructure, well equipped Physics and Chemistry Labs, Basic Workshops, Staff Room, Students Rest Rooms and a Canteen for the use of students and staff.

Vision

To be in the forefront of higher education in order to give India the high caliber manpower she needs.

Mission

- To provide quality collegiate education from under graduate to post doctoral programmes.
- To ensure high standard of behavior and discipline amongst our students community.
- To create a climate of joyful learning.
- To impart skills in students which will make them successful in their endeavors.
- To provide meaningful industrial education, research and training at all levels.
- To offer a wide range and flexibility of options especially in the areas of non-formal and continuing education.
- To set a high standard of professional conduct and ethics for staff and students alike

7.2. About Nature Science Foundation (NSF)

NSF is the ISO 9001:2015, 14001:2015, 50001:2018 Certified Organization and ISO/IEC 17020:2012 Accredited Inspection Body [Reg. No. IB 121] NABCB, QCI, Ministry of Commerce and Industry, Government of India Organization functioning energetically towards the noble cause of nature conservation and environmental protection. NSF is managed by a Board of Trustees which is a Public Charitable Trust registered under the TN Societies registration Act 1975 (TN Act 27 of 1975) on 29th November, 2017 at Peelamedu, Coimbatore 641 004, Tamil Nadu, India with Certificate of Registration No. 114 / 2017. In addition, NSF has 12AA, 80G and Form 10AC certificates for income tax exemption and implanting various Government schemes. The main motto of the NSF is 'Save the Nature to Save the Future' and 'Go Green to Save the Planet'.

Audit processes are being conducted through the certified Auditors as per the following by the NSF

Audit	Certified Auditors	Certified Auditors
Green Audit	➢ IGBC - Indian Green Building Council ➢ GBCRS - Green Building Code and Green Ratings Systems ➢ GRIHA – Green Rating for Integrated Habitat	Dr. S. Rajalakshmi Dr. R. Mary Josephine Dr. B. Mythili Gnanamangai Er. N. Shanmugapriyan
Energy Audit	➢ BEE - Bureau of Energy Efficiency ➢ LEED - Leadership in Energy and Environmental Design ➢ CII-GreenCo – GreenCo Rating	Er. D. Dinesh kumar Er. N. Shanmugapriyan Dr. N. Balasubramaniam Dr. P. Thirumoorthi Dr. G. Murugananth

Environment Audit	➤ IGBC -Indian Green ➤ Building Council ➤ ASSOCHAM - Associated ➤ Chambers of Commerce ➤ and Industry of India ➤ FSRS – Fire Safety & ➤ Rescue Services	Dr. S. Rajalakshmi Dr. A. Geetha Karthi Dr. R. Mary Josephine Dr. B. Mythili Gnanamangai Er. N. Shanmugapriyan
Hygiene Audit	➤ FSMS – Food Safety Management System & ➤ Occupational Safety & Health (ISO 22000:2018) ➤ SBICM - Swatch Bharath under India Clean Mission	Dr. R, Sudhakaran Dr. N. Saranya
Waste Management Audits	Water & Soil Audit, Plastic Waste Management Audit, Biomedical Waste management Audit, Solid Waste Management Audit, E-Waste Management Audit as per the Checklist of NSF	Dr. R, Sudhakaran Er. N. Shanmugapriyan
Academic & Administrative Audits	Academic & Administrative Audits as per the NAAC Criteria and ISO implantation procedure In compliance with the Environmental legislations and rules and regulations	Dr. B. Anirudhan Dr. B. Shreeram
ISO Certification	➤ QMS (9001:2015), ➤ EMS (14001: 2015), ➤ OHS(45001:2018), ➤ ISMS (27001:2018), ➤ FSMS (22000: 2018), ➤ QMSMD (13485: 2016), ➤ EnMS (50001: 2018)	Dr. S. Rajalakshmi Dr. A. Geetha Karthi Dr. R. Mary Josephine

8. Audit Details

Date/Day of Audit   : **19.04.2023**

Venue of Audit   : **Rajiv Gandhi College of Engineering and Technology**
Pondy - Cuddalore Main Road,
Kirumampakkam,
Pondicherry-607 403, India

Audited by   : **Nature Science Foundation,**
Coimbatore, Tamil Nadu, India.

Audit type   : **Academic & Administrative Audit**

Name of the Auditing Chairman   : **Dr. S. Rajalakshmi**
ISO QMS, EMS and EnMS Certified Lead Auditor
ISO 17020:2012 (Green Audit), Founder & Chairman of NSF.

Name of the Auditing Team Leader : **D. D. Vinoth Kumar**
ISO QMS, EMS and EnMS Certified Lead Auditor &
ISO 17020:2012 (Green Audit)
Director & Technical Manager, NSF.

9. Observations of the AAA Audit

	I. Academic Aspects		
S.No	**Description of Records / Documents for Verification**	**Observations**	**Remarks**
1.	Course file (Contents, Students Name list, Syllabus, Timetable, Teaching plan, Class test, Question papers, Class test marks, Internal test question papers, Formula sheet, Assignment Questions, 2 Marks questions with answers, Question bank, Question Bank, University ModelQuestion papers, Lecture notes, Sample answer papers- high, moderate and low performers)	Recorded Properly	Checked documents. Both soft and hard copy maintained. All test papers, Assignment, Seminar attendance
2.	Daily Test, Internal Test – Papers & Assignments	Yes	Checked each Department
3.	Daily Test and Internal Test Marks	Yes	Data are available
4.	Web portal Entry details	Yes	Verified
5.	Challenging Students List	Yes	Data are available
6.	Supplementary Education details for each Subject	Yes	Data are available
7.	Report of Absentees sent to Parents	Yes	Through WhatsApp informed
8.	Action taken for Absent in the Internal test	Yes	Files are maintained as softcopies
9.	Supplementary Education for Arrear Students	Yes	Data available
10.	Questions Bank, Lecture Materials-in College Web portal & Questions papers (Class test and Internal test)	Yes	Each department maintained
11.	Laboratory Observation and Record book of students (sample)	Yes	Available
12.	Result Analysis of Odd/Even Semester University Examination	Yes	well maintained
13.	Final year Project Review Marks	Yes	Available
14.	Class Committee and Tutor ward Meetings Minutes	Yes	Two meeting in semester
15.	Syllabus Completion Report (Theory & Practical)	Yes	Completed within this period
16.	Laboratory Weekly Report	Yes	Data available
17.	Students Attendance & Undertaking Forms if any	Yes	Maintained
18.	Students Late coming Monitoring Register	Yes	Not Available

19.	Class Committee Meeting Students Representatives list (High, Moderate and Low Performers)	Yes	Maintained
20.	Discipline Committee Reports	Yes	Verified the reports
21.	Students Movement Register	Yes	Need to available
22.	Staff Attendance Register	Yes	Available
23.	Class Alteration Register	Yes	Available
24.	Staff Leave / Permission Register	Yes	Available
25.	Laboratory – Equipment Movement Register	Yes	Available
26.	Laboratory – Service Register & Stock Register	Yes	Data available
27.	Parents visit Register	Yes	Yes, it is available
28.	Students Profile along with Xerox copy of Certificates	Yes	Available
29.	Students Leave Application & Leave Card	Yes	Verified
30.	Students OD Application with reason	Yes	Yes, Verified
31.	Students Counselling Recommendation & Report	Yes	Documents Verified
32.	Department Meetings – Agenda & Minutes	Yes	Data available
33.	Incoming & Outgoing Letters Register	Yes	Observed
34.	Subject Allocation for Faculty members based on Subject expertise	Yes	Yes, Available and all documents are verified
35.	Work Load – Teaching & Non-Teaching	Yes	Maintained Based Upon the Experience
36.	Lab Utilization and Allocation for Research activities	Yes	Observed
37.	Feedback of Parents and Alumni	Yes	Maintained as a soft copy
38.	Laboratory / Workshop Maintenance Register	Yes	Available
39.	Safety & First Aid Equipment's including Fire Extinguisher	Yes	Available
40.	Lab Manual & Record Note Books	Yes	Lab manual and note books are available
41.	Samples of Project Reports	Yes	Available and verified
42.	Samples of Projects Reports covering both Under Graduate and Post Graduate and Doctoral levels	Yes	Only UG and PG perfect

II. Administrative Aspects		
S.No	Description of Records / Documents	Remarks
1.	Campus Area	9.37 acres
2.	Campus Ownership	Sri Balaji Educational and Charitable Public Trust
3.	Office Space	406 Sq.mt
4.	Area of Library	1203 Sq.mt
5.	Security	Yes, Rooms available
6.	Water facility	Sufficient Water facility

7.	Power back up facility	Yes
8.	Wash room facility	Sufficient room are provided
9.	Parking facility	Yes Sufficient
10.	Class room	Sufficient room
11.	Staff room	Yes
12.	Seminar room	Well maintained
13.	Medical centre facility	Yes sick room is available
14.	Sports facility	Yes
15.	Hostel (Boys and Girls)	No
16.	Transportation of Students	provided for both boys and girls students, free for women faculty
17.	Support services - Bank / PO / Reprography	No
18.	Canteen	Yes available third party
19.	Approach road	Very Good
20.	Garden	Few garden use this
21.	Auditorium / Assembly Hall	Yes available
e22.	Internet facility	Yes available
23.	Stores	Yes
24.	Water treatment plant	Available
25.	Eco-Friendly procedures	Yes, Seminar Hall, Wooden chairs
26.	Administrative training for administrative staff	Yes
27.	Computer facilities	Yes
III. Teaching and Learning Processes		
1.	Policy planning, monitoring & evaluation and promotional activities facilitated by the Departmental & Institutional level	Yes available policy.
2.	Number of value-added certificate courses / Additional courses / Non-Formal course / Job oriented courses / Skill development courses offered till date by the Departmental & Institutional level	Data are available
3.	Mention University ranks, if any, obtained for the academic year batches. (Give the total number of students appeared for the subject in the university)	Data are maintained by each department
4.	Does the Department provide remedial coaching for tough subjects covering core and elective courses?	After 4 'O' Clock
5.	Does the Institution & Department employ any innovations in teaching and evaluation methods?	Yes
6.	Did the Institution & Department design any curricula this academic year? How long it is being revised?	Yes
7.	Does the Institution & Department conduct student and staff evaluation in semester wise?	Yes
8.	Do the teachers complete topics according to the teaching plan suggested?	Yes
9.	How many teachers attended seminars / workshops / conferences / refresher courses etc. during the academic year.	Attached Separate sheet

10.	Does the Institution & Department use any modern tools and techniques in teaching and learning process?	Yes
11.	Give details of faculty members, if any, who are selected as resource persons for seminars / workshops / conferences / refresher courses etc. during the academic year?	Yes attached
12.	Does the Institution & Department conduct input-output (Student entry / Exit) analysis as survey?	Yes
13.	Does the Institution & Department have publications out of the work done within the Department during the current academic year?	Yes
14.	Is the Institution & Department recognized as a research centre from the University?	Yes from Bharathiar University
15.	Did the Institution & Department produce any Ph.D. during the academic years? (Numbers may be given)	No
16.	Does the Institution & Department have any running minor research project? (Numbers and total amount may be given)	No
17.	Does the Institution & Department have any ongoing major / minor research project now? (Numbers and total amount received may be given)	No
18.	Did the Institution & Department receive any financial assistance from agencies like DST, SERB,DST- FIST, UGC-SAP, DBT-Star Schemes, ICSSR, UGC, ICMR, DBT (special schemes, otherthan projects and development assistance), etc. during the academic year?	No
19.	Did the Institution & Department conduct seminars / workshops / conferences, etc. during the academic year?	Yes
20.	Did the Institution & Department sign any MoU with industry or any other agency?	Yes
21.	Does the Institution & Department conduct consultancy services?	Yes
22.	Does the department conduct student counselling?	Yes
23.	Does the Institution & Department arrange placement for students?	Yes
24.	Does the Institution & Department conduct / coordinate any kind of extension activities?	Yes
25.	Does the Institution & Department participate in interdepartmental cultural contests?	Yes
26.	Mention the association activities if any, during the academic year	Yes, Data available
27.	Mention the performance in the sports activities during the academic year	Yes

28.	Students Senate / Union, Grievances redressal Committee, Welfare Committee, Counselling Centre, Ethics Committee, Antiragging squad and committee	Yes
29.	Are any members of the department involved in the administrative activities / club / Forum / Chapter / Professional bodies of the University / College?	Yes
30.	Functioning of Alumni Association, Parents and Teachers Association, Staff & Student's Welfare Committee in the Campus	Yes, RGCETAA Students and staffs insurance scheme are available.ESI & PF are available
31.	Display of Laboratory Instruction Chart and availability of Laboratory manual and stock for equipment, chemicals and glassware and plasticware items in each Laboratory	Yes

IV. Green / Energy / Environment / Hygiene / Soil & Water / Waste ManagementAudits

S.No	Description of Records / Documents	Remarks
1.	Have internal Environment / Green / Energy / Hygiene / Soil & Water / Waste management auditprocedures been developed and implemented in the Organization?	Yes
2.	Have programmes for the achievement of environmental objectives andtargets been established and implemented as on today?	Yes
3.	Are the following environmental aspects considered in sufficient detail?	Yes
	a. Drinking water / RO water / Borewell water / Open well water / Pond water / Municipal or Corporation water use and to check quality of water through Physico-chemical properties analysis	Yes Partially available
	b. Wastewater treatment facility	No
	c. Hazardous and toxic material disposal facility	Yes
	d. Solid waste management facility	Yes
	e. Renewable energy utilization (Solar panel, wind mill, solar water heater, etc.)	Partially available
	f. Air ventilation at Indoor / Outdoor auditorium, seminar / conference halls, classrooms, hostel, canteen, staff rooms, laboratories, restrooms, etc.	Sufficient
	g. Acoustic proof in indoor auditorium, seminar / conference halls	Sufficient
	h. Availability of Biogas plant	No
	i. Rain harvesting system, water reservoirs, etc.	Yes
	j. Incinerator for napkin disposal use	Yes
	k. Housekeeping, storage, areas, piping, plumping and etc. in a proper way	Yes
	l. Sign boards indicating plastic free campus,tobacco free campus, don't waste water, don't walk on the lawns, don't plug flowers, etc.	Need more sign board

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|		
	m. The ratio of Environment sustainability courses (Environmental Science, Engineering, Technology, Management, Monitoring, Climate change, Global warming, etc.) to total courses / subjects	Only one subject available
4.	Signing of MoU with Govt. and NGOs to ensure ecofriendly campus maintenance	Yes
5.	Implementation of Government schemes (Swachh Bharath Abhiyan under Clean India Mission)	Yes
6.	Functioning of Nature club, Eco club, Cell, Forum, Association, NCC, NSS bodies and Social Service League for Students and staff members on environment conservation.	NSS and Nature club
7.	Conduction of awareness programmes and outreach programmes for environmental monitoring and ecosystem maintenance to the stakeholders.	Yes
8.	Implementation of composting pits, vermin compost unit, recycling of kitchen wastes collected from hostels, canteens, and other places.	Yes
9.	Measurement of Carbon footprint in the Campus been carried out?, If Yes, mention the value in metric tons and procedures is adopted.	Yes
10.	Have programmes for the achievement of prescribed financial outlay for current bills for each building in the campus towards power consumptions?	Yes
11.	Has the organization ensured that personnel performing environmental specific tasks have the required knowledge on energy audit (e.g. education, training programme, seminars,conferences, workshops, camps, etc.)?	Yes
12.	Any analysis of energy flows for energy conservation in terms of the amount of energy input into the system without negatively affecting the output in buildings	No
13.	Identification of the most efficient and cost-effective Energy Conservation Opportunities (ECOs) or Measures (ECMs) taken by the Management	No
14.	Whether plants are tagged properly with their common name and Botanical name for stakeholders	Partially tagged
15.	Are any biofertilizers, organic manures, farmyard manures, vermicompost, green manures and chemical fertilizers used for maintaining plants	Yes
16.	Establishment of herbal garden, zodiac garden, medicinal garden, kitchen garden, terrace gardenand ornamental plants garden in the campus	Few gardens are well maintained
17.	Steps taken for organic, inorganic, toxic, e-waste, biomedical, food, sewage waste management, segregation of wastes and reuse methods	Yes
18.	Use of Public transport, low-emitting vehicles and control of car smokes and exhaust	Yes

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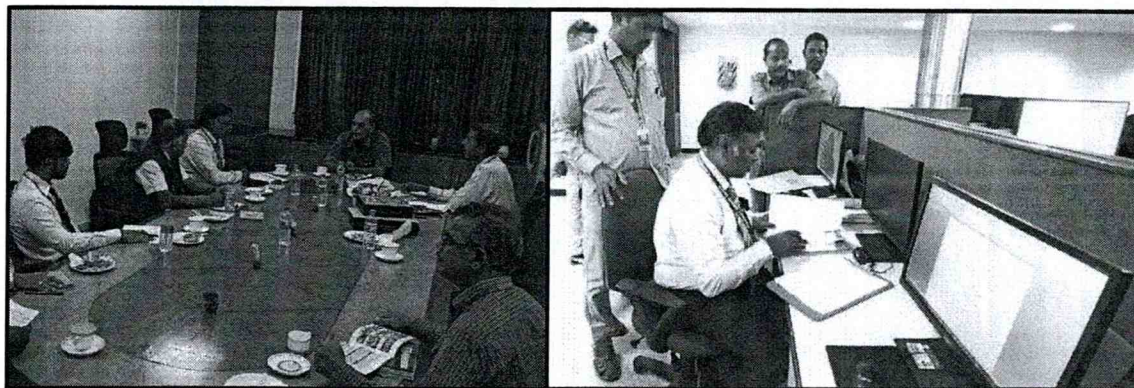| 19.	Projects and Dissertation works and Scholarly publications on environmental science and management carried out by students and staffs	Yes
20.	Campus facilities for disabled, special needs and or maternity care including security, safety and health infrastructure facilities for stakeholder's wellbeing	Yes. Ramp , Disabled Toilet Facilities and Wheel chair facility available
21.	Other hygiene specific issues on site such as housekeeping, storage and availability of consumables, areas, piping, sanitation schedule and instruments	Yes. Health Centre is there
22.	Whether the concepts of 'Food Safety Management System' and 'Food Safety Standard' are followed?	Yes
23.	Has a Management Representative, Hygiene specialist, Food safety officer, Laboratory staffbeen assigned?	Yes
24.	Are the followingparameters considered in sufficient detail? (with proper sign board / instructions)	Yes
	a. Wash room facility with liquid detergent, soap, towel, tissue paper roll, sanitiser, dryer, etc.	Yes
	b. Hand wash facility with liquid detergent, soap, towel, sanitiser, etc.	Yes
	c. RO, potable and drinking water facility	Yes
	d. Napkin disposal facility with incinerators	Yes
	e. Sufficient natural and mechanical ventilation facility	Yes
	f. Practice of personal hygiene and safety measures	Yes
	g. Practice of water recycling and management system	Yes
	h. Analysis of water quality assessment	Yes
25.	Whether food handlers, mainly canteen, hostel and restaurants, guest house employees, wear proper aprons, headgear, hand gloves etc.	Yes
26.	Monitoring of efficient hand wash, urinals and latrine and bath room facilities in the campus.	Yes
27.	Details of pest management strategies adopted (cockroach traps, rodents control measures, insect repellents and other control facilities)	Yes
28.	Fixtures (e.g. fans and lighting) and furniture (e.g. tables and chairs) are kept clean.	Yes
29.	Best practices followed if any, like Soil and Water Audit, Waste Management Audit such as Biomedical Waste Management Audit, E-Waste Management Audit and Plastic Waste management Audit carried out as the best practices followed.	Yes
V. Documents to be produced at the time Academic & Administrative Audit		
1.	Class Time Table & Faculty Time Table	Yes
2.	Students Roll List	Yes
3.	Students Batch List (for practical courses, projects & elective courses)	Maintained in each department

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4. Minutes of course / Class committee meeting	
5. Course Diary for all the courses including practical, seminar, project, etc.	Yes
6. Course File	Yes
7. Tutorial Log book	Yes
8. Equipment Log register used in Laboratories	Yes
9. Consolidated Attendance statement of students	Yes
10. Consolidated statement of marks of internal tests	Yes
11. Seminar presentation details	Yes
12. Project (Mini project / Design project / Final semester project) progress reviewreports	Yes
13. Register of internal evaluation marks	Maintained in each department
14. Student Activities Log Book	Data are available
15. Log book for summer and contact courses	Yes
16. Register of Remedial / Bridge / Language Lab classes	Yes
17. Minutes of Discipline, Academic and Student Welfare Committees	Yes
18. Consolidated semester grades of students	Yes
19. Result Analysis	each department
20. Alumni details	Yes available
21. Placement records	Yes available
	Yes every year need to be created

Course Diary / Log Book for Theory should contain the following Documents
- Time Schedule of classes
- Syllabus
- Course plan
- Year Calendar
- Details of assignments, tutorials
- Attendance of students
- Marks awarded for assignments, internal exams etc
- Internal evaluation marks
- Topics covered and mode of instruction in each class
- Extra classes engaged
- Learning materials provided

Yes, all the document are maintained in centralized areas both soft and hard copies are available like remedial clubs

Course Diary / Log Book for Practical should contain the following Documents
- Time Schedule of class
- Syllabus
- Course Plan
- Attendance of Students
- Practical Evaluation Sheet
- Marks for class viva
- Marks for Final test
- Internal Evaluation marks

Yes, checked all the data are available in the Department.
I checked the English department is well maintained the documents

Course Diary / Log Book for Seminar / Project should contain the following Documents • Time Schedule of class • Attendance of students • Seminar / Project presentation details (Name of student presented, Time slot, Seminar / Project Topic) • Seminar / Project evaluation details	Well maintained the course files
Course file for Lecture based courses: One course file each for each theory course is to be maintained in the Department for each semester. The Course file shall contain the following documents: (1) Course diaries of all faculty who have engaged the course (2) question paper and scheme of evaluation for 1st and 2nd internal exam, all assignments given, Make- up / Re-Test given (if any) etc.. (3) Previous Year University question papers, (4) Sample answer sheets (at least one excellent, one good and one marginal pass) for all internal exams and assignments given, (5) sample tutorial sheets, quiz or any other assessment done, (6) all answer sheets of Make-up / Re-Test given (if any) (7) Mapping of Course outcome and Programme outcomes (POs) *(8) Industrial relevance of the course, if any*	Each department haves course files in both soft and hard copy Yes available Yes maintained Need to be maintains
Course File for Practical courses: One course file each for each Practical course has to be maintained in the Department for each semester. Course file shall contain the following documents: (1) Course Diary of all batches (2) Question paper and scheme of evaluation for Lab internal exam, Make-up / Re-Test given (if any) etc., (3) Sample answer sheets (at least one excellent, one good and one marginal pass) for Lab internal exam (4) Mapping of Course outcome and Programme outcomes (POs) (5) Industrial relevance of the course, if any	Yes all the document are available maintainly in support area

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**Academic Administrative Audit Process at
Rajiv Gandhi College of Engineering and Technology, Pondicherry, India**

10. Surveillance of AAA Exercises at the Institution

It is observed that the Institution is effectively implemented AAA exercises with the approval of the authorities on the basis of their requirements and in line with various criteria fixed by the accreditation bodies like NAAC and NBA. During the audit, it is noted that the Institution's mission is explicit and understood by the staff members as well. The aims and objectives are in keeping with the mission of the Institute and are realistic and achievable. The institution has adopted a working definition of quality assurance which is compatible with its mission in a sustainable manner. A systematic and comprehensive approach to quality assurance affecting all the essential services of the institution is being implemented.

During the AAA exercises and implementation, principles of good governance are evident and facilitated to access its policies by the public. The Institution is encouraging a wide participation in the formulation of policies and ensuring that specific responsibilities by members according to their hierarchy. During the AAA, it is noted that the management of academic activities are well documented ensuring that programmes are relevant. It is also ensuring that academic standards are continuously monitored and improved significantly by means of awards and honours nationally, regionally and internationally. Policies regarding admissions are clear, transparent and accessible by the public. Policy on equal opportunities is implemented consideration is given to physically disabled and nature of students. The institution has well established policies for appointment, appraisal and promotion of staff and that these policies are effectively implemented. The roles, responsibility and relationships of staff members are well defined and understood; duties allocated are appropriate to qualifications, expertise and experience. It is observed that management of funds through maintaining a transparency and accountability along with proper budgeting and rationalisation of funds with justification, taking into account short term and long term goals. The management is implementing both external and internal auditing on utilization of funds.

Students and staff council, students and staff welfare are operational effectively in the college to represent students and staff members in various committees, including the Academic Board. There is evidence that students are encouraged to use the services provided and take part in various national and international events. Regarding the staff development, performance appraisal is undertaken periodically in a transparent manner with the employment of clearly developed policies.

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Regarding the teaching and learning environment, it is generally conducive to learning, and the level of research and other scholarly activities is appropriate to the level of teaching. Teaching is well planned and prepared and effectively performed, taking account of the needs of all categories of students (slow learners and advanced leaners). The physical environment is adequately maintained in terms of safety, cleanliness, repairs and decor. There is adequate support in terms of library, technician, administrative, student services, staffing, accommodation, etc. There are adequate specialist facilities - including practical and experimental learning facilities for the curricula given by Institution. Coursework and assessment are systematically scheduled. Feedback is regularly obtained from students, employers, parents and alumni and analysed and actedupon as appropriate. A range of assessment methods including coursework, projects, research and examinations etc are planned in advance without any time lapse. The coursework is regularly assessed at the appropriate level of attainment and assessed by means of both internal and external examinations.

11. Best Practices followed in the Organization

- Course Diary / Log Book for theory should contain the Documents such as time schedule of classes, syllabus, course plan, year calendar, details of assignments, tutorials, attendance of students, marks awarded for assignments, internal exams etc., extra classes engaged and learning materials provided should be kept in course wise in a rack in each department

- Academic and Administrative Audit is encouraged significantly by the Management among the students and staff members to impart the quality of education in the College to the stakeholders.

- It is observed from the peer reviews that based on the inside and outside of the Institutions by visiting the sites and conducting a self-study by means of self-evaluation, accountability, research, and innovation in teaching and learning carried out are well documented.

- This helped them to ensure the quality of the standards in comparison with the previously set benchmarks by the NAAC / NBA/ other Accreditation Bodies which in turn useful to understand the shortcomings and improve the quality of education of the various processes and systems of the Institutions.The evaluation of all the curricular and co-curricular programmes and activities revealed to maintain the high education standards on a long-term basis for future prospects.

- The performance of the various Departments in the Institution in terms of the quality of teaching, research, administration, and curricular and extra-curricular activities are highly commendable.

- The management has created a very good campus ecosystem for making a coexisting and sustainable environment which includes natural and planted vegetation supporting a rich biodiversity of flora and fauna.

- Organization is created massive facilities for solid waste management and wastewater treatment to purify the wastewaters effectively without harming the environment.

12. Recommendations for improving the AAA activities in the Organization

➢ A proper steps may be taken to minimize the environmental degradation by means of developing 'Green campus and Environment policy', 'Sanitation and hygiene policy', 'Water conservation policy', 'Waste management policy', 'Energy Policy and 'Purchase Policy' and in collaboration with Governmental and Non-Governmental Organizations.

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- Suggestion box and First aid box may be kept in different buildings to get the grievances from the stakeholders to impart user friendly atmosphere and to treat minor injuries including cuts, scrapes, burns, bruises, and sprains; respectively.
- Helpline numbers for waste collection may be made available in the Campus which may be useful for door-to-door collection of wastes thus avoiding improper disposal by individuals.
- The concept of eco-friendly culture and sensitize the students to minimize the use of plastics, non-biodegradable materials and exploitation of natural resources which pose the environmental hazards may be carried out.
- college can operate some bicycles and battery cars for internal mobility for all stakeholders who wish to use it inside the Campus to minimize the car smokes and exhaust to a greater extend towards to minimize the carbon emission.

13. Conclusions

By establishing the Internal Quality Assurance Cell (IQAC) and undergoing Academic and Administrative Audits (AAA) process regularly, it is observed that the Institution has continuously strived hard for showcasing the excellence. It is also observed that the assessment, monitoring and evaluation of the institutional processes require a carefully structured system, course of action and procedure of internal and external audit and reviews. The expects recommended the Institutions to undertake continuous internal and external Academic and Administrative Audits (AAA) on a regular basis so that the quality of education can be improved to a greater extend. If implemented properly and systematically it will help all Institutions of Higher Education(HEIs) to impart quality culture and perform better in all aspects of academic functioningand performance for the benefit of all its stakeholders.

14. Acknowledgement

15. References

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- -

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Certificates of
Nature Science Foundation,
Coimbatore, Tamil Nadu
and
AAA Lead Auditors

1. ISO Certificate (QMS 9001:2015)
2. ISO Certificate (EMS 14001:2015)
3. ISO Certificate (OHSMS 45001:2018)
4. ISO Certificate (EnMS 50001:2018)
5. MSME Certificate
6. NGO Darpan NITI Aayog Certificate
7. 12A Certificate
8. 80G Certificate
9. 10AC Certificate
10. ISO Certificate of Lead Auditors
11. Lead Auditors Certificate of IGBC, ASSOCHAM, BEE and GRIHA

Dr. E. VIJAYAKRISHNA RAPAKA
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QUALITY MANAGEMENT SYSTEM

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This is to Certify That The Quality Management System of

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Initial Registration Date	: 08/01/2021	Issuance Date	: 08/01/2021
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Certificate of Registration

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AND ACADEMIC AND ADMINISTRATIVE AUDITS TO EDUCATIONAL
INSTITUTIONS AND INDUSTRIAL SECTORS AS PER THE OWN CHECKLISTS,
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MERITORIOUS CANDIDATES.

Certificate No	: 22DEJI67		
Initial Registration Date	: 21/05/2022	Issuance Date	: 21/05/2022
Date of Expiry*	: 20/05/2025		
1st Surve. Due	: 21/04/2023	2nd Surve. Due	: 21/04/2024

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DIRECTOR
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ENVIRONMENTAL MANAGEMENT SYSTEM

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NATURE SCIENCE FOUNDATION

ADDRESS: NO. 2669, LIG-II, GANDHI MANAGAR PEELAMEDU COIMBATORE - 641 004 TAMIL NADU, INDIA.

Scope of Certification:
PROVIDING TRAINING AND AUDITING SERVICES IN THE FIELD OF GREEN CAMPUS, ENVIRONMENT, ENERGY, OCCUPATIONAL HEALTH AND SAFETY, HYGIENE AND WASTE MANAGEMENT AT EDUCATIONAL INSTITUTES AND INDUSTRIAL SECTOR.

Certificate Number : QCS/EUAS/OHS/002

	1ST Surveillance Audit Within	: 02/07/2023
Issue Date : 03/08/2022	2nd Surveillance Audit Within	: 02/07/2024
Expiration Date : 02/08/2023	Re-certification Due Date	: 02/08/2025

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REGISTERED OFFICE: 37E/1(310) 2ND STREET, MODERN PARK, GREENAGE APARTMENT - 2ND FLOOR, SANTOSHPUR, KOLKATA - 700075, WEST BENGAL, INDIA.
Email: info@qcspl.com. Call: +91 8697724963,+91 8902447427. Website: www.qcspl.com

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QRO

QUALITY RESEARCH ORGANIZATION

Certificate of Registration

This is to certify that

NATURE SCIENCE FOUNDATION

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Date of Certification: 9th August 2022

1st Surveillance Audit Due: 8th August 2023

2nd Surveillance Audit Due: 8th August 2024

Certificate Expiry: 8th August 2025

Certificate Number: 305022080903EN

QRO QUALITY RESEARCH ORGANIZATION

EGAC CAB # 119005

IAF MEMBER OF MULTILATERAL RECOGNITION ARRANGEMENT

Head of Certification

Validity of this certificate is subject to annual surveillance audits to be done successfully on or before 365 days from date of the audit. (In case surveillance audit is not allowed to be conducted; this certificate shall be suspended / withdrawn).

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Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises

UDYAM
REGISTRATION CERTIFICATE

Our small hands to
make you LARGE

UDYAM REGISTRATION NUMBER	UDYAM-TN-03-0073706
NAME OF ENTERPRISE	M/S NATURE SCIENCE FOUNDATION
TYPE OF ENTERPRISE *	MICRO
MAJOR ACTIVITY	SERVICES
SOCIAL CATEGORY OF ENTREPRENEUR	GENERAL

NAME OF UNIT(S)	S.No.	Name of Unit(s)		
	1	Green Campus, Energy and Environment Management Audits		

OFFICAL ADDRESS OF ENTERPRISE	Flat/Door/Block No.	LIG-II,2669	Name of Premises/ Building	GANDHIMAA NAGAR
	Village/Town	Gandhimaanagar S.O	Block	LIG-II
	Road/Street/Lane	Pothanodu	City	Coimbatore South
	State	TAMIL NADU	District	COIMBATORE , Pin 641004
	Mobile	9560777255	Email:	chairmannsf@gmail.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE	28/11/2017
DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS	12/03/2020

NATIONAL INDUSTRY CLASSIFICATION CODE(S)	S.No.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
	1	69 - Legal and accounting activities	6920 - Accounting, bookkeeping and auditing activities; tax consultancy	69201 - Accounting, bookkeeping and auditing activities	Services
	2	85 - Education	8542 - Cultural education	85420 - Cultural education	Services
	3	85 - Education	8549 - Other education n.e.c.	85499 - Other educational services n.e.c	Services

DATE OF UDYAM REGISTRATION	26/02/2022

* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from https://udyamregistration.gov.in & Date of printing:- 26/02/2022

For any assistance, you may contact:

1. District Industries Centre: COIMBATORE (TAMIL NADU)

2. MSME-DI: CHENNAI (TAMIL NADU)

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PROCEEDINGS OF THE COMMISSIONER OF INCOMETAX (EXEMPTIONS),
III FLOOR, ANNEXE BLDG. NO.121, MAHATMA GANDHI SALAI, CHENNAI-34

Present : G.M.DOSS, I.R.S
Commissioner of Income Tax (Exemptions)

** URNo. AACTN7857J/05/18-19/T-1105   Dated:03/09/2018

Sub: Registration u/s. 12AA of the Income tax Act 1961 - in the case of

"Nature Science Foundation"
LIG-II, 2669, Gandhimaa Nagar, Peelamedu, Coimbatore – 641 004.

Ref : Application in form 10 A filed on 28/03/2018

ORDER UNDER SECTION 12AA OF THE INCOME TAX ACT 1961.

1. The above Trust/Society/Association/ Company/ others/, bearing PAN AACTN7857J was constituted by Trust Deed / Memorandum of Association dated 29/11/2017 registered with Sub-Registrar's Office/ Registrar of Societies/Registrar of Companies/others on 29/11/2017.

2. The Trust Deed / Memorandum of Association has subsequently been amended / modified / altered by a Codicil / Supplementary Deed / Amendment Deed / Alteration to Memorandum of Association/others dated XX/XX duly registered on XXXXX.

3. The above TRUST filed an application seeking Registration u/s 12 AA of the Income tax Act, 1961.

4. On going through the objects of the TRUST and its proposed activities as enumerated in the Trust Deed / Memorandum of Association, I am satisfied about the genuineness of the TRUST as on date.

5. The application has been entered at Sl.No.1105 maintained in this office. The above Trust is accordingly registered as a PUBLIC CHARITABLE TRUST u/s 12 AA of the Income Tax Act, 1961 with effect from 29/11/2017

6. It is hereby clarified that the Registration so given to the Trust/Institution is not absolute. Subsequently, if it is found that the activities of the Trust/Institution are not genuine or are not being carried out in accordance with the objects and clauses of the Trust Deed / Memorandum of Association submitted at the time of registration or modified with the approval of the Commissioner of Income-tax (Exemptions), Chennai or there is a violation of the provisions of Section – 13, the Registration so granted shall be cancelled as provided u/s 12 AA (3) or 12AA(4) of the Income Tax Act. Further, this approval is also subject to the Trust/Society/Association/Company/ Others/ complying to the provisions of the proviso to sec 2(15) of the Income Tax Act 1961.

7. Granting of Registration u/s 12AA does not confer any automatic exemption of income from taxation. The Trust/Institution should conform to the parameters laid down in Sections 11, 12, 13 and 115 BBC of the I.T. Act, 1961, to claim exemption of its income on year to year basis before the Assessing Officer.

** This Unique Registration No. URNo. AACTN7857J/05/18-19/T-1105 Should be mentioned in all your future correspondence.

Sd/-
(G.M.DOSS, I.R.S)
Commissioner of Income-tax(Exemptions), Chennai.

Copy to:
1. The Assessee.
2. The ACIT(Exemptions), Coimbatore Circle.
3. Office Copy.

//CERTIFIED TRUE COPY//

(N SRINIVASA RAO)
Asst. Commissioner of Income-tax (H.Qrs)(Exemptions),
Chennai.

F.2964

Dr. E. VIJAYAKRISHNA RAPAKA
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Pondy - Cuddalore Main Road,
Kirumampakkam, Puducherry - 607 402.

GOVERNMENT OF INDIA
INCOMETAX DEPARTMENT
OFFICE OF THE COMMISSIONER OF INCOME TAX (EXEMPTIONS)
Aayakar Bhawan, Annexe III Floor, 121 M.G. Road, Chennai 600 034

URNo. AACTN7857J/05/18-19/T-1105/80G   Date: 10.04.2019

Name of the Trust /Society /Company/Institution	:	NATURE SCIENCE FOUNDATION
Address	:	LIG II 2669, GANDHIMAA NAGAR, PEELAMEDU, COIMBATORE - 641 004
PAN	:	AACTN7857J
Date of Application	:	12.11.2018

Received E. Bansal 17/07/19
Rajet 17/07/2019

APPROVAL UNDER SECTION 80G(5)(vi) OF THE INCOME TAX ACT, 1961

The aforesaid Trust-/Society/Company/Institution has been registered u/s.12AA of the Income Tax Act with effect from 29.11.2017 vide AACTN7857J/05/18-19/T-1105 dated 03.09.2018. It is certified that donation made to NATURE SCIENCE FOUNDATION at LIG II 2669, GANDHIMAA NAGAR, PEELAMEDU,COIMBATORE - 641 004 shall qualify for deduction u/s 80G(5)(vi) of the Income Tax Act, 1961, subject to the fulfillment of conditions laid down in clauses [i] to [v] of sub-section (5) of section 80G of the I.T Act, 1961.

2   This approval shall be valid in perpetuity with effect from **A.Y. 2019-20** unless specifically withdrawn. **The details and validity of the certificate is available @ office.incometaxindia.gov.in**

3   The Return of Income along with the Income & Expenditure Account, Receipts and Payments Account and Balance Sheet should be submitted annually to the Assessing Officer having jurisdiction over the case.

4   No change in the Trust Deed/Memorandum of Association shall be effected without the prior approval of the undersigned i.e. **Commissioner of Income Tax (Exemptions), Chennai.**

5   Every receipt issued to a donor shall bear the **Unique Registration Number i.e. URNo. AACTN7857J/05/18-19/T-1105/80G and date of this order i.e. 10.04.2019.**

6   Under the provisions of section 80G(5)(i)(a), the institution/fund registered u/s 12A u/s 12AA(1)(b) or approved u/s 10(23C), 10(23C)(vi)(via), etc., shall have to maintain separate books of accounts in respect of any business activity carried on and shall intimate this office within one month about commencement of such activity.

Sd/-
(G.M.DOSS, I.R.S)
Commissioner of Income Tax (Exemptions)
Chennai

Copy to:
1. The applicant
2. Guard File
3. The DCIT(Exemptions) Coimbatore Circle.

//Certified True Copy//

(N. SRINIVASA RAO)
Assistant Commissioner of Income-tax (H.qrs)
(Exemptions), Chennai

FORM NO. 10AC

(See rule 17A/11AA/2C)

Order for registration

1	PAN	AACTN7857J
2	Name	NATURE SCIENCE FOUNDATION
2a	Address	
	Flat/Door/Building	LIG-II, 2669
	Name of premises/Building/Village	GANDHIMAA NAGAR
	Road/Street/Post Office	Coimbatore South
	Area/Locality	COIMBATORE
	Town/City/District	Gandhimaanagar S.O
	State	Tamil Nadu
	Country	INDIA
	Pin Code/Zip Code	641004
3	Document Identification Number	AACTN7857JE2021501
4	Application Number	739905830271021
5	Unique Registration Number	AACTN7857JE20215
6	Section/sub-section/clause/sub-clause/proviso in which registration is being granted	01-Sub clause (i) of clause (ac) of sub –section (1) of section 12A
7	Date of registration	03-11-2021
8	Assessment year or years for which the trust or institution is registered	From AY 2022-23 to AY 2026-2027
9	Order for registration:	
	a. After considering the application of the applicant and the material available on record, the applicant is hereby granted registration with effect from the assessment year mentioned at serial no 8 above subject to the conditions mentioned in row number 10.	
	b. The taxability, or otherwise, of the income of the applicant would be separately considered as per the provisions of the Income Tax Act, 1961.	
	c. This order is liable to be withdrawn by the prescribed authority if it is subsequently found that the activities of the applicant are not genuine or if they are not carried out in accordance with all or any of the conditions subject to which it is granted, if it is found that the applicant has obtained the registration by fraud or misrepresentation of facts or it is found that the assessee has violated any condition prescribed in the Income Tax Act, 1961.	
10	Conditions subject to which registration is being granted	
	The registration is granted subject to the following conditions:-	

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PRINCIPAL
Rajiv Gandhi College of Engineering & Technology
Pondy - Cuddalore Main Road,
Kirumampakkam, Puducherry - 607 402.

40

	o. This certificate cannot be used as a basis for claiming non-deduction of tax at source in respect of investments etc. relating to the Trust/ Institution.
	p. All the Public Money so received including for Corpus or any contribution shall be routed through a Bank Account whose number shall be communicated to Office of the Jurisdictional Commissioner of Income Tax.
	q. The applicant shall comply with the provisions of the Income Tax Act, 1961 read with the Income Tax Rules, 1962.
	r. The registration and the Unique registration number has been instantly granted and if, at any point of time, it is noticed that form for registration has not been duly filled in by not providing, fully or partly, or by providing false or incorrect information or documents required to be provided under sub-rule (1) or (2) of rule 17A or by not complying with the requirements of sub- rule (3) or (4) of the said rule, the registration and Unique Registration Number (URN), shall be cancelled and the registration and URN shall be deemed to have never been granted or issued.
	Name and Designation of the Registration Granting Authority	Principal Commissioner of Income Tax/ Commissioner of Income Tax (Digitally signed)

Digitally signed by
SIBICHEN K MATHEW
Date: 2020.11.03
15:52:36 IST

Dr. E. VIJAYAKRISHNA RAPAKA
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Certificate of Training

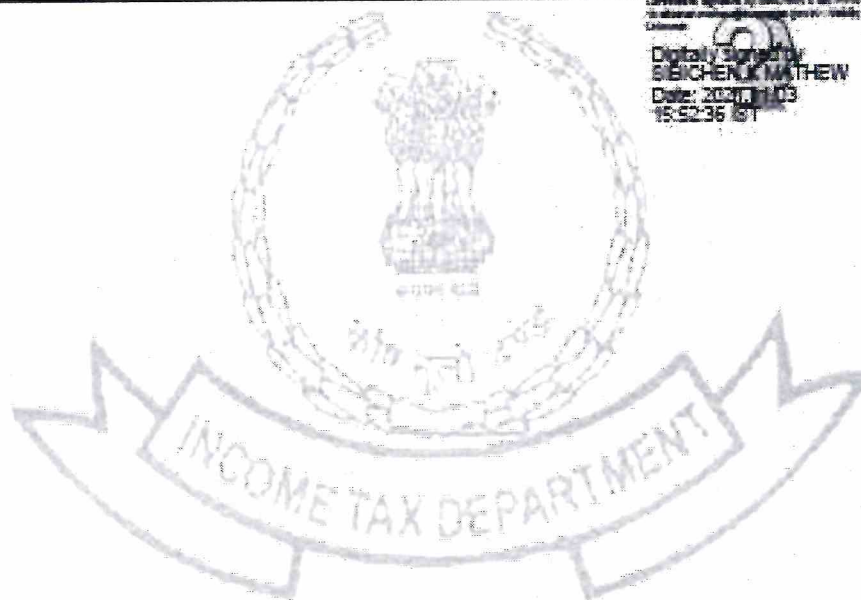TNV hereby certifies that

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Training Date : 20th to 24th May. 2021
Certificate Number : 2106170721010105

Authorised Signatory
(Pragyesh Singh)

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Kirumampakkam, Puducherry - 607 402.

The Indian Green Building Council

hereby certifies that

B Mythili Gnanamangai

has successfully demonstrated knowledge on the Green Building Design & Construction, Building Standards & Codes, IGBC Resources & Processes and Green Design Strategies & their impacts, required to be awarded the title of

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Executive Director
CII-Godrej GBC

V Suresh
Chairman
Indian Green Building Council

Gurmit Singh Arora
Vice-Chairman
Indian Green Building Council

210122

17 April 2021

Confederation of Indian Industry

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16 July, 2021

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Pankaj R. Dharkar
Chairman, GEM

GEM CP 20/640

Deepak Sood
Secretary General, ASSOCHAM

Dr. E. VIJAYAKRISHNA RAPAKA
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ENERGY IS LIFE
CONSERVE IT

ऊर्जा दक्षता ब्यूरो
BUREAU OF ENERGY EFFICIENCY
विद्युत मंत्रालय, भारत सरकार
MINISTRY OF POWER, GOVERNMENT OF INDIA

प्रमाणित किया जाता है कि

श्री/श्रीमती _दिनेश कुमार_ ने ऊर्जा संरक्षण भवन निर्माण संहिता

के लिए _7 दिसंबर '16_ से _8 दिसंबर '16_ तक एमएनआईटी / सीईपीटी /आईआईआईटी

द्वारा आयोजित मास्टर ट्रेनर सर्टिफिकेट कार्यक्रम को सफलता पूर्वक सम्पन्न कर लिया है।

This is to certify that

Shri/Smt. _Dinesh Kumar_ has successfully

completed the Master Trainer Certificate Programme conducted by MNIT / CEPT / IIIT

from _7 December '16_ to _8 December '16_ for the Energy Conservation Building Code.

नई दिल्ली, _____

New Delhi _____

महानिदेशक
Director General

Regn. No. EA-14692   Certificate No.   6745

National Productivity council

National Productivity Council
(National Certifying Agency)

PROVISIONAL CERTIFICATE

This is to certify that Mr. / Ms. _Shanmugapriyan Natarajan_

son / daughter of Mr. _Aru Natarajan_

has passed the National Certification Examination for Energy Auditors held in October - 2011, conducted on behalf of the Bureau of Energy Efficiency, Ministry of Power, Government of India.

He / She is qualified as **Certified Energy Manager** as well as **Certified Energy Auditor.**

He / She shall be entitled to practice as Energy Auditor under the Energy Conservation Act 2001, subject to the fulfillment of qualifications for the Accredited Energy Auditor and issue of certificate of Accreditation by the Bureau of Energy Efficiency under the said Act.

This certificate is valid till the issuance of an official certificate by the Bureau of Energy Efficiency.

Place : Chennai, India

Date : 1st February, 2012

Controller of Examination

Dr. E. VIJAYAKRISHNA RAPAKA
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