



K. RAMAKRISHNAN COLLEGE OF ENGINEERING
(Autonomous)
SamayaPuram, Tiruchirappalli-621 112



Circular No: KRCE/IQAC/EAA/2025/07
Date: **18.08.25**

INTERNAL QUALITY ASSURANCE CELL (IQAC)
EXTERNAL ADMINISTRATIVE AUDIT

CIRCULAR

Subject: Administrative Audit – [Academic Year: 2024-2025/ Period- JUNE 2024-MAY 2025]

In line with the quality assurance measures and as per the directives of the Governing Body/Academic Council, an **Administrative Audit** will be conducted in our institution to evaluate and enhance the efficiency, transparency, and effectiveness of administrative functions.

Schedule of Administrative Audit

S. No.	Department to be audited	Date & Day of Visit	Name and designation of External Auditor
01	• OFFICE • IQAC • Infrastructure & Facilities	22.08.25 (FN)	Dr. R. Thenmozhi Professor and HoD/ Head IQAC Dept. of Civil Engineering Government College of Technology, Coimbatore. Mobile:9443440631 Email: drthenmozhi@gct.ac.in
02.	• Governance & Institutional Framework • Library & Learning Resources • Admissions & Student Support	22.08.25 (AN)	

Head IQAC

Head-Academic Affairs

Principal





**K. RAMAKRISHNAN
COLLEGE OF ENGINEERING**
An Autonomous Institution

Permanently Affiliated to Anna University Chennai, Approved by AICTE New Delhi,
ISO 9001:2015, 14001:2015 certified Institution, Accredited by NBA and with A grade by NAAC
Samayapuram, Tiruchirappalli - 621 112, Tamilnadu, India.

External Administrative Audit Observations

ACADEMIC YEAR 2024-2025

Date of Audit: 22.08.25 (FN&AN)

INTERNAL QUALITY ASSURANCE CELL

Administrative Audit was conducted on 22.08.25. **Dr.R.THENMOZHI, Vice Principal & Controller of Exams, G.C.T, Coimbatore** was invited for the audit. During the audit the following Internal members were present to represent the respective departments/Centres/office.

Internal Members

1. Dr.K.Priyadarshini Head-IQAC
2. Dr.R.Kamaraj COE
3. Dr.S.Muthuperumal Dy.COE
4. Dr.Premavasumathi HOD-M.B.A
5. Dr.K.Dhayalini Head-Academics
6. Dr.S.Titus Head-R&D
7. Dr.Muruganantham Asso.Prof./ECE Head-Admission
8. Mr. P.Krishnamoorthy Librarian
9. Dr.Prabhakari Physical Directress
10. Mr.I.Infant Raj Asst.Prof./C.S.E Head-HR
11. Mr.R. Muthu Gnanasekaran- Office clerk
12. Mr.Vinoth Transport clerk
13. Mr.Muthukaruppan Accountant

General :

The college offers 9 UG and 4 PG and MBA Programme , out of which 4 UG Programmes have been accredited by NBA. The institute is accredited by NAAC in





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cycle 1. It regularly submits AQAR report to NAAC (Ref .Website).The institute participates in NIRF regularly. A well established and spacious library is appreciated.

The following suggestions/comments are given.

1. It is suggested to constitute **Internal Quality Circle** for all the 7 Criteria. Each quality circle may consist of one team head and 3 to 4 team members. Each quality circle may be asked to conduct a meeting regularly at the 4th week of every month and they may be asked to submit minutes relevant to the respective criteria for Quality Assurance and Quality Sustenance.
2. As a **curriculum improvement**, in 7th semester one project for 2 credits with the title EPICS (Engg. Projects in Community Service) shall be introduced. For this MoU with Purdue University may be done as EPICS was founded at Purdue university in 1995. More number of interdisciplinary projects may be encouraged.
3. For **Quality Teaching-Learning**, a student quality circle may be formulated within the circle, for a particular course the respective students may be asked to post either audio or video at micro level (2minutes). This will improve technical knowledge as well as literacy skills.
4. Students and faculty may be asked to **use AI Tools in R&D**. Programmes related to obtaining funds from Govt organisation for projects may be conducted.





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5. DBMS may be established to receive data in IQAC. Letter of permission for all student related activities or others should pass through IQAC with a copy to IQAC.



R. Thenmozhi 22/8/25

External Auditor

(Dr. R. THENMOZHI)

*Vice Principal
ACT, CBE.*



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ACADEMIC YEAR 2024-2025

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S.No.	Area	Check list details	Observations
1.	Governance & Institutional Framework	Vision, Mission, and Quality Policy documented	Proper documents in place
		Governing Body/Board of Management meetings and records	Regularly meetings are conducted
		Academic Council, Board of Studies functioning	Well Documented
		Statutory committees	All committees like Anti Ragging committee, ICC, POSH cell is in place
		Planning and Evaluation committee	Well documented
2.	Admissions & Student Support	Admission process (merit, reservation, management quota)	Files were checked
		Scholarships & financial aid management	Files were checked
		Mentoring	Mentoring file from ECE department is verified
		Student grievance redressal mechanism	SGRM both online and offline is in place.

RM 22/8/25

External Auditor



(Dr. R. THENMOZH) Vice Principal
ACT, Coimbatore



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S.No.	Area	Check list details	Observations
3.	Finance& Accounts	Budget preparation and approval	The process are verified
		Internal & external audits conducted	
		Fee collection and utilization	
		Salary disbursement records	
4.	Infrastructure & Facilities	Laboratories, classrooms, library adequacy	Adequate
		Hostel, canteen, transport facilities	
		ICT-enabled facilities, ERP usage	
		Safety measures (CCTV, fire, biometric attendance)	
		Annual stock verification & maintenance	
5.	Library & Learning Resources	Library automation system	Checked and found Adequate
		Journals & e-resources	
		Digital Library Usage	
		Book bank facility	
		Annual library audit report	
6.	Legal &Regulatory Compliance	Fire, building safety & sanitation clearance	Yes
		Green audit, energy audit, environmental audit	Yes

R. S. Kumar 22/8/25

External Auditor





Tiruchirappalli, Tamil Nadu, India

Wphq+m54, Tamil Nadu 621112, India, Tiruchirappalli, Tamil Nadu
621112, India

Lat 10.928796° Long 78.73795°
22/08/25 11:53 AM GMT +05:30





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Wphq+m54, Tamil Nadu 621112, India, Tiruchirappalli, Tamil Nadu
621112, India

Lat 10.92877° Long 78.737911°
22/08/25 11:19 AM GMT +05:30

