

Minutes of the IQAC Audit Closing Meeting

Venue: Apex Board Room

Date: 30th October 2025

Members Present:

- Dr. N. V. R. Naidu, Principal and Chairperson, IQAC
- Dr. G. M. Madhu, IQAC Coordinator
- Heads of all Departments
- Internal Auditors

The Internal Quality Assurance Cell (IQAC) Audit Closing Meeting was convened on 30th October 2025 at the Apex Board Room. The meeting commenced with a warm welcome by Dr. G. M. Madhu, IQAC Coordinator, who extended greetings to Dr. N. V. R. Naidu, Principal and Chairperson of IQAC, the Heads of Departments, and the Auditors who successfully completed the internal audit of various academic and administrative units.

IQAC Coordinator briefed the members on the objectives, methodology, and process of the internal audit, emphasizing its role in ensuring continuous quality improvement and adherence to institutional standards. Subsequently, auditors from different streams presented their individual reports highlighting departmental strengths, areas for improvement, and recommendations for enhancement.


Key Observations and Recommendations:


1. It was observed that several departments reported low utilization of their allocated budgets, ranging between 15% and 45%. The committee emphasized the need for optimal and timely utilization of funds to support academic and developmental activities of the department. As there has been a change in purchase procedures, all Heads of Departments are requested to submit their purchase and budget utilization requests well in advance to ensure smooth processing and timely execution of departmental requirements. Departments were also advised to prepare structured budget utilization plans and adhere to the proposed timelines.
2. The auditors noted that industrial visits conducted during the review period were minimal. Recognizing their importance in bridging academia and industry, the Principal advised all Heads of Departments to organize a minimum of two industrial visits per academic year. This measure aims to promote experiential learning and enhance students' exposure to industry practices.

3. The audit reports indicated a decline in the number of research publications in certain departments compared to previous years. The Principal emphasized that improving research output and securing research funding are crucial to maintaining and improving the institution's NIRF ranking. All Heads of Departments were instructed to encourage faculty to publish in reputed journals and apply for funded research projects under various government and private funding agencies.
4. The Principal directed all Heads of Departments to constitute Class Monitoring Committees, particularly for first-year classes, to ensure effective class engagement, attendance monitoring, and timely feedback from students.
5. It was noted that the Proctorial system has been updated with online minutes entry and monitoring through the institutional portal, enhancing transparency and accessibility.
6. Based on the auditors' observations, the Principal advised the Librarian to install display boards indicating the number of books issued to UG, PG, and Ph.D. students, as well as the guidelines for issue, return, reissue, and penalties for late submission.
7. The Placement Officer informed the committee about the digitalization of the placement registration process for UG and PG students. The Principal suggested that placement reports should also include data on one-to-one placements along with the total number of offers made, to better reflect placement effectiveness.
8. The Principal advised all auditors to give greater emphasis during future audits to the verification of the teaching-learning process, including the conduct and documentation of remedial courses, bridge courses, and student support activities undertaken by departments.

The meeting concluded with an appreciation of the efforts put forth by the auditors and all participating departments. The Principal expressed satisfaction with the overall progress while stressing the importance of implementing the recommended actions to ensure continuous quality enhancement across all institutional operations.

A vote of thanks was proposed by Dr. G. M. Madhu, IQAC Coordinator, acknowledging the contributions of the Principal, Heads of Departments, Auditors, and IQAC members.


Dr. G. M. Madhu
IQAC Coordinator


Dr. NVR Naidu
Principal

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