

RAJEEV GANDHI MEMORIAL COLLEGE OF ENGG., & TECH.,
(AUTONOMOUS)
NANDYAL – 518 501, KURNOOL (Dist), ANDHRA PRADESH, INDIA
DEPARTMENT OF MECHANICAL ENGINEERING



ACADEMIC AUDIT REPORTS
2017- 2018

NATIONAL BOARD OF ACCREDITATION

APPLICATION NO: 5573-26/05/2021

Approved by AICTE, New Delhi, Affiliated to J.N.T.U.A, Anantapuramu

Accredited by NAAC with 'A+' Grade

Participated in World Bank Assisted TEQIP Phase-I

www.rgmcet.edu.in



R.G. M COLLEGE OF ENGINEERING & TECHNOLOGY, NANDYAL-518501



DEPARTMENT OF MECHANICAL ENGINEERING

(Autonomous)

Date: 15.07.2016

From
Dr. Syed Altaf Hussain
Professor & Head
RGM CET.

To
The Principal,
RGM CET

Sub: Appointment -Internal Academic Audit Committee (IAAC)-Reg..

It is to bring to your kind notice that the following listed faculty members are appointed as Internal Academic Audit co-ordinators for the Academic years 2016-17 & 2017-18. They are requested to look after all matters related to Internal Tests and Assignments conducted for theory and Laboratories examinations.

- Random checking of any 5 scripts of each subject,
- If any discrepancy found, It is to be brought to the notice of HOD

| Faculty Name | Designation | Phone No |
|------------------------|-----------------|------------|
| Dr. V. Chandra Sekhar | Professor | 944108422 |
| Dr. V. Nageswara Reddy | Assoc.Professor | 8328587298 |

Copy To:

1. Principal Office
2. Dr. V. Chandra Sekhar *KCh*
3. Dr. V. Nageswara Reddy *NReddy*
4. Dept. file.

Altaf Hussain
HOD
DR. SYED ALTAF HUSSAIN
M. TECH. PH.D. IIT DELHI
PROFESSOR OF MECHANICAL ENGINEERING
RGM COLLEGE OF ENGINEERING & TECHNOLOGY
NANDYAL - 518501



INTERNAL ACADEMIC AUDIT FOR ACADEMIC YEAR :

Dt:

Note: Random 5 scripts for each subject and Lab are to be checked thoroughly and if found any discrepancy to be brought to the notice of HOD

Subject Name: MOS

Year/Sem: II-I

Academic Year: 2017-2018

| S.NO | Regd.No | Internal Marks | | Assignment | | Remarks |
|------|------------|----------------|----------|------------|----------|---------|
| | | Actual | verified | Actual | verified | |
| 1. | 1609180303 | 12.50 | 12.5 | 3.50 | 3.5 | |
| 2. | 1609180320 | 15.50 | 15.5 | 3.50 | 3.5 | |
| 3. | 1609180309 | 12.50 | 12.5 | 3.50 | 3.0 | |
| 4. | 1709580319 | 18.0 | 18 | 5.0 | 5.0 | |
| 5. | 1709580351 | 13.50 | 13.5 | 4.5 | 4.5 | |

Mudaly Keshu
Signature of Coordinator (IAAC)

Subject Name: I.C.E

Year/Sem: II-II

Academic Year: 2017-2018

| S.NO | Regd.No | Internal Marks | | Assignment | | Remarks |
|------|------------|----------------|----------|------------|----------|---------|
| | | Actual | verified | Actual | verified | |
| 1. | 1609180314 | 7.0 | 7 | 2.0 | 2 | |
| 2. | 1609180365 | 20.0 | 20 | 2.0 | 2 | |
| 3. | 1609180319 | 17.0 | 17 | 5.0 | 4.5 | |
| 4. | 1709580313 | 17.0 | 17 | 5.0 | 5 | |
| 5. | 1709580350 | 12.0 | 12 | 5.0 | 5 | |

Mudaly Keshu
Signature of Coordinator (IAAC)



INTERNAL ACADEMIC AUDIT FOR ACADEMIC YEAR :

Dt:

Note: Random 5 scripts for each subject and Lab are to be checked thoroughly and if found any discrepancy to be brought to the notice of HOD

Subject Name: DME

Year/Sem: III - E

Academic Year: 2017-2018

| S.NO | Regd.No | Internal Marks | | Assignment | | Remarks |
|------|------------|----------------|----------|------------|----------|---------|
| | | Actual | verified | Actual | verified | |
| 1. | 1509180309 | 11.50 | 11.5 | 4.50 | 4.5 | |
| 2. | 1509180360 | 12.50 | 12.5 | 4.50 | 4.5 | |
| 3. | 15091803A1 | 21.0 | 21 | 5.0 | 4.5 | |
| 4. | 15091803K2 | 20.5 | 20.5 | 4.5 | 4.5 | |
| 5. | 1609580351 | 09.5 | 9.5 | 4.5 | 4.0 | |

Signature of Coordinator (IAAC)

Subject Name: H.V.

Year/Sem: III - E

Academic Year: 2017-2018

| S.NO | Regd.No | Internal Marks | | Assignment | | Remarks |
|------|------------|----------------|----------|------------|----------|---------|
| | | Actual | verified | Actual | verified | |
| 1. | 1509180306 | 24.0 | 24 | 5.0 | 5.0 | |
| 2. | 1509180355 | 09.0 | 09 | 5.0 | 5.0 | |
| 3. | 15091803A0 | 19.0 | 19 | 5.0 | 4.5 | |
| 4. | 15091803K6 | 12.0 | 12 | 5.0 | 5.0 | |
| 5. | 1609580328 | 16.5 | 16.5 | 4.5 | 4.5 | |

Signature of Coordinator (IAAC)



INTERNAL ACADEMIC AUDIT FOR ACADEMIC YEAR :

Dt:

Note: Random 5 scripts for each subject and Lab are to be checked thoroughly and if found any discrepancy to be brought to the notice of HOD

Subject Name: O.R.

Year/Sem: IV-2

Academic Year: 2017-18

| S.NO | Regd.No | Internal Marks | | Assignment | | Remarks |
|------|------------|----------------|----------|------------|----------|---------|
| | | Actual | verified | Actual | verified | |
| 1. | 14291A0305 | 23.50 | 22.5 | 4.50 | 4.6 | |
| 2. | 14091A0380 | 21.00 | 21 | 5.00 | 5.0 | |
| 3. | 14091A0300 | 23.0 | 23 | 5.00 | 21.5 | |
| 4. | 1508A0315 | 20.0 | 20 | 4.00 | 4.0 | |
| 5. | 1508A0340 | 17.0 | 17 | 4.00 | 4.0 | |

Signature of Coordinator (IAAC)

Subject Name: MM

Year/Sem: IV-2

Academic Year: 2017-18

| S.NO | Regd.No | Internal Marks | | Assignment | | Remarks |
|------|------------|----------------|----------|------------|----------|---------|
| | | Actual | verified | Actual | verified | |
| 1. | 14091A0315 | 21.0 | 21 | 5.0 | 5.0 | |
| 2. | 14091A0352 | 18.50 | 12.5 | 4.5 | 4.5 | |
| 3. | 14091A0390 | 22.0 | 22 | 5.0 | 4.5 | |
| 4. | 14091A0342 | 17.5 | 17.5 | 3.5 | 3.5 | |
| 5. | 1508A0336 | 13.5 | 13.5 | 2.5 | 2.5 | |

Signature of Coordinator (IAAC)



R.G. M COLLEGE OF ENGINEERING & TECHNOLOGY, NANDYAL-518501
DEPARTMENT OF MECHANICAL ENGINEERING
(Autonomous)



Dt: 02-06-2016

From
Dr. Syed Altaf Hussain,
Professor & Head
RGM CET.

Sub: Appointment -Internal Audit Committee (IAC)-Reg

It is here by informed that the following faculty members are appointed as Internal Audit coordinators of the Mechanical Engineering Dept. for the Academic years 2016-17 & 2017-18. They are requested to look after all matters related to stock available in Laboratories i.e., Invoice /Bills are to be verified for every equipment. They should also verify log register and Register of consumables/service. If any discrepancy is found, it should be brought to the notice of Head of the Dept.

| Faculty Name | Designation | Phone No |
|-----------------------|---------------------|------------|
| Mrs. K.Sudhamadhuri | Associate Professor | 9505907474 |
| Mr. B. Chinna Ankanna | Associate Professor | 9866888754 |

Copy To:

1. Principal Office
2. Mrs. K.Sudhamadhuri
3. Mr. B. Chinna Ankanna
4. Dept. File

DR. SYED ALTAF HUSSAIN
M.Tech., Ph. D., F.I.E., MIST.
PROFESSOR OF MECHANICAL ENGINEERING,
RGM COLLEGE OF ENGINEERING & TECHNOLOGY
NANDYAL - 518501



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

DI: 4/6/2018

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: Heat Transfer.

Academic Year: 2017-2018.

| | | | |
|---|------------------------|----------------------|------------------------------|
| 1.Name of the Lab In-Charge | Dr. V. Chandra Sekhar. | | |
| 2.Name of the Technical Staff | A.V. Papaiyah. | | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | — | | A.V. |
| Total Equipment cost till to the end of the current Academic year | 2,47,525-00. | A.V. | A.V. |
| Consumables purchased for Current Academic year | — | | A.V. |
| Total Consumables cost till to the end of the current Academic year | — | | A.V. |
| List of Equipment un repairable/obsolescent | Name of Equipment | | Date of purchased |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| Log register maintained or not | Yes. | | |

Observations & Remarks:


Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :

(To be done in May/June of Academic year)

Dr: 4/6/2018.

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: *Internal Combustion Engines.*

Academic Year: *2017 - 2018.*

| | | | |
|--|---------------------------------|-------------------------|---------------------------------|
| 1.Name of the Lab In-Charge | <i>Dr. K. Thirupathi Reddy.</i> | | |
| 2.Name of the Technical Staff | <i>A.V. PARAJIYAH.</i> | | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | — | <i>[Signature]</i> | <i>[Signature]</i> |
| Total Equipment cost till to the end of the current Academic year | <i>32,53,185-00</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| Consumables purchased for Current Academic year | <i>18,100-00</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| Total Consumables cost till to the end of the current Academic year | <i>18,100-00</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| List of Equipment un repairable/obsolescent | Name of Equipment | Date of purchased | |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| Log register maintained or not | <i>Yes.</i> | | |

Observations & Remarks:

[Signature]
Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

Dr: 4/6/2018

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: Thermof Engg. Lab.

Academic Year: 2017 - 2018

| | | | |
|---|-----------------------|----------------------|------------------------------|
| 1. Name of the Lab In-Charge | B. Dinesh Babu. | | |
| 2. Name of the Technical Staff | T.V. Sudharshan Reddy | | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | 5,50,815/- | | T.V. sudarshan Reddy |
| Total Equipment cost till to the end of the current Academic year | 5,50,815/- | | T.V. sudarshan Reddy |
| Consumables purchased for Current Academic year | 10,050/- | | T.V. sudarshan Reddy |
| Total Consumables cost till to the end of the current Academic year | 10,050/- | | T.V. sudarshan Reddy |
| List of Equipment un repairable/obsolescent | Name of Equipment | Date of purchased | |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| Log register maintained or not | Yes. | | |

Observations & Remarks:

Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

Di: 03/07/2017

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: Engineering Mechanics

Academic Year: 2017-18

| | | | |
|---|-------------------|----------------------|------------------------------|
| 1. Name of the Lab In-Charge | B. Chinna Ankanna | | |
| 2. Name of the Technical Staff | D. Siva Kumar | | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | - | | |
| Total Equipment cost till to the end of the current Academic year | 2,53,500/- | | |
| Consumables purchased for Current Academic year | - | | |
| Total Consumables cost till to the end of the current Academic year | - | | |
| List of Equipment unrepairable/obsolescent | Name of Equipment | Date of purchased | |
| | 1. - | | |
| | 2. - | | |
| | 3. - | | |
| | 4. - | | |
| Log register maintained or not | Yes | | |

Observations & Remarks:

Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

Dt: 24/06/2017

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: *Engineering work shop*

Academic Year: *2017-2018*

| | | | | | | | | | | | | | |
|---|--|----------------------|------------------------------|-------------------|-------------------|----|--|----|--|----|--|----|--|
| 1.Name of the Lab In-Charge | <i>V.NAGESWARA REDDY</i> | | | | | | | | | | | | |
| 2.Name of the Technical Staff | <i>D.SIVA KUMAR</i> | | | | | | | | | | | | |
| Stock details for the Current Academic year | | | | | | | | | | | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff | | | | | | | | | | |
| Equipment cost procured in Current Academic Year | <i>20,447-00</i> | <i>[Signature]</i> | <i>Do. Siva Kumar</i> | | | | | | | | | | |
| Total Equipment cost till to the end of the current Academic year | <i>16,48,671-00</i> | <i>[Signature]</i> | <i>Do. Siva Kumar</i> | | | | | | | | | | |
| Consumables purchased for Current Academic year | <i>20002-00</i> <i>4557-00</i> <i>30016-00</i> <i>17925-00</i> | <i>[Signature]</i> | <i>Do. Siva Kumar</i> | | | | | | | | | | |
| Total Consumables cost till to the end of the current Academic year | <i>72,15,34-00</i> | <i>[Signature]</i> | <i>Do. Siva Kumar</i> | | | | | | | | | | |
| List of Equipment un repairable/obsolescent | <table border="0"> <tr> <td style="text-align: center;">Name of Equipment</td> <td style="text-align: center;">Date of purchased</td> </tr> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> </table> | | | Name of Equipment | Date of purchased | 1. | | 2. | | 3. | | 4. | |
| Name of Equipment | Date of purchased | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | |
| Log register maintained or not | <i>Yes</i> | | | | | | | | | | | | |

Observations & Remarks:

[Signature]
Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

Dt: 13-06-2017

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: *Mandula Engineering Technology Lab*
Academic Year: *2017-2018*

| | | | |
|--|--------------------|-------------------------|---------------------------------|
| 1.Name of the Lab In-Charge | | <i>Y. Suresh Babu</i> | |
| 2.Name of the Technical Staff | | <i>K. Nrupak Reddy</i> | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | — | <i>[Signature]</i> | <i>K. Nrupak Reddy</i> |
| Total Equipment cost till to the end of the current Academic year | <i>558,899-00</i> | <i>[Signature]</i> | <i>K. Nrupak Reddy</i> |
| Consumables purchased for Current Academic year | <i>24,850 00</i> | <i>[Signature]</i> | <i>K. Nrupak Reddy</i> |
| Total Consumables cost till to the end of the current Academic year | <i>24,850 00</i> | <i>[Signature]</i> | <i>K. Nrupak Reddy</i> |
| List of Equipment un repairable/obsolescent | Name of Equipment | Date of purchased | |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| 4. | | | |
| Log register maintained or not | | | |

Observations & Remarks:

[Signature]
 Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

Dt: 10.6.2017

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: Machine tools & Metrology Lab

Academic Year: 2017-18

| | | | |
|--|------------------------|-------------------------|---------------------------------|
| 1.Name of the Lab In-Charge | M. Khaia Gulam Hussain | | |
| 2.Name of the Technical Staff | G. Greenivasulu | | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | 1,66,215.00 | | |
| Total Equipment cost till to the end of the current Academic year | 13,72,275.00 | | |
| Consumables purchased for Current Academic year | 15,900.00 | | |
| Total Consumables cost till to the end of the current Academic year | 15,900.00 | | |
| List of Equipment un repairable/obsolescent | Name of Equipment | Date of purchased | |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| Log register maintained or not | Yes. | | |

Observations & Remarks:

Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

Dt: 10-06-2017

Note:

1. Verify stock of stock register of each Laboratory.
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: CAD/CAM Lab

Academic Year: 2017-18

| | | | |
|---|--------------------------|-----------------------------|-------------------------------------|
| 1.Name of the Lab In-Charge | Dr. Syed Altaf Hussain | | |
| 2.Name of the Technical Staff | G. Sreenivasulu | | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | - | [Signature] | [Signature] |
| Total Equipment cost till to the end of the current Academic year | 92,59,375.00 | [Signature] | [Signature] |
| Consumables purchased for Current Academic year | 2,820.00 | [Signature] | [Signature] |
| Total Consumables cost till to the end of the current Academic year | 2,820.00 | [Signature] | [Signature] |
| List of Equipment un repairable/obsolescent | Name of Equipment | | Date of purchased |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| Log register maintained or not | yes | | |

Observations & Remarks:

[Signature]
 Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

Dt: 10.06.2018

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: *Dynamics & Instrumentation*
Academic Year: *2017-2018*

| | | | |
|--|-------------------------------|-------------------------|---------------------------------|
| 1. Name of the Lab In-Charge | <i>Dr. Syed Altaf Hossien</i> | | |
| 2. Name of the Technical Staff | <i>K. Bharat Reddy</i> | | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | <i>—</i> | <i>[Signature]</i> | <i>K. Bharat Reddy</i> |
| Total Equipment cost till to the end of the current Academic year | <i>7,31,836.00</i> | <i>[Signature]</i> | <i>K. Bharat Reddy</i> |
| Consumables purchased for Current Academic year | <i>4700.00</i> | <i>[Signature]</i> | <i>K. Bharat Reddy</i> |
| Total Consumables cost till to the end of the current Academic year | <i>3300.00</i> | <i>[Signature]</i> | <i>K. Bharat Reddy</i> |
| List of Equipment un repairable/obsolescent | Name of Equipment | | Date of purchased |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| Log register maintained or not | | | |

Observations & Remarks:

[Signature]
Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
(To be done in May/June of Academic year)

Dt: 05/06/2017

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: *Material Science*

Academic Year: *2017-2018*

| | | | |
|--|--|-------------------------|---------------------------------|
| 1.Name of the Lab In-Charge | <i>K. Sudha Madhuri</i> | | |
| 2.Name of the Technical Staff | <i>K. Anupal Reddy</i> | | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | <i>1,29,800/-</i> | <i>[Signature]</i> | <i>K. Anupal Reddy</i> |
| Total Equipment cost till to the end of the current Academic year | <i>17,53,681/-</i> | <i>[Signature]</i> | <i>K. Anupal Reddy</i> |
| Consumables purchased for Current Academic year | <i>18,380/-</i> | <i>[Signature]</i> | <i>K. Anupal Reddy</i> |
| Total Consumables cost till to the end of the current Academic year | <i>18,380/-</i> | <i>[Signature]</i> | <i>K. Anupal Reddy</i> |
| List of Equipment un repairable/obsolescent | Name of Equipment Date of purchased 1. 2. 3. 4. | | |
| Log register maintained or not | | | |

Observations & Remarks:

[Signature]
Signatures of IAC



INTERNAL AUDIT FOR ACADEMIC YEAR :
 (To be done in May/June of Academic year)

DE: 4/6/2018

Note:

1. Verify stock of stock register of each Laboratory
2. Any discrepancy is found, brought to the notice of HOD

Name of the Laboratory: FMHM

Academic Year: 2017-18

| | | | |
|---|-------------------|----------------------|------------------------------|
| 1. Name of the Lab In-Charge | | Dr. B. Sidda Reddy | |
| 2. Name of the Technical Staff | | M. Md. Nawaz | |
| Stock details for the Current Academic year | | | |
| | Amount in (Rs.) | Signature of Lab I/C | Signature of Technical Staff |
| Equipment cost procured in Current Academic Year | 4,160 = w | | |
| Total Equipment cost till to the end of the current Academic year | 20,81,641 | | |
| Consumables purchased for Current Academic year | 4905 = w | | |
| Total Consumables cost till to the end of the current Academic year | 4905 = w | | |
| List of Equipment un repairable/obsolescent | Name of Equipment | | Date of purchased |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| 4. | | | |
| Log register maintained or not | Yes | | |

Observations & Remarks:

Signatures of IAC