INTERNAL AUDITING OF THE DEPARTMENTS & COMMITTEES OF THE COLLEGE

2023-2024

29.04.2024 to 30.04.2024

I. Objectives

The objectives of the internal academic audit are to encourage departments and committees to prepare and maintain academic documents, as well as to analyze teaching-learning and co-curricular processes to ensure quality education.

II. Methodology

In accordance with the resolution of the Internal Academic Audit Committee, a meeting was held on 15th March, 2024, during which it was resolved that:

1. The list of files for inspection will be communicated prior to the audit.

2. A few new files will be added, the formats of some existing files will be modified, and the formats of other files will remain unchanged. Any changes made will be communicated to the Heads of Departments and the Coordinators of support committees.

3. The schedule for the physical verification of documents must be strictly followed, and Heads and Coordinators are expected to submit all requisite data for verification in a timely manner.

Auditors:

1. Dr. G. Shobarani

   IQAC Coordinator and Head, Department of Artificial Intelligence

2. Dr. A. Liyakath Ali

   Advisor

III – Observations

Members of each department, along with various clubs and committees, submitted documentation related to academic, co-curricular, and extra-curricular activities for review by the audit team. This documentation included work diaries, lesson plans, Continuous Internal Assessment (CIA) mark registers, student profiles, faculty profiles, teaching methodologies, ICT tools, extension activities, and records of programs organized and attended, as well as bridge courses and remedial coaching for slow learners. The audit team conducted a comprehensive verification and analysis of these submissions, identifying strengths and weaknesses based on their observations.

Departmental Observations:

PG Department of Foods and Nutrition

1. All departmental files require revision and reorganization.
2. Event and seminar reports from the departments must present solid data, including precise figures.
3. Training sessions on the effective use of ICT tools should be organized to enhance staff proficiency.
4. An annual review of the reporting process is recommended to identify areas for improvement.

Department of Tamil

1. Departments should ensure that journals and magazines relevant to their field are consistently maintained and accessible.
2. All books in the Department Library should be prominently displayed in the bureau for convenient access.
3. It is essential to diligently maintain and regularly follow up on the Book Issue Register.

Department of English

1. All departmental files require revision and reorganization.
2. The stock register should be updated regularly.
3. Attendance records must be maintained accurately.
4. The work diary and academic planner should be brought up to date.

PG Department of Biochemistry

1. Missing coordinator and authentication signatures need to be added to relevant documents.

2. Extension and outreach program files require updating.

3. The advanced learners' file should be regularly updated.

4. Mentor-mentee details must be updated after each interaction.

5. The parent-teacher register should include parents' feedback, even if obtained at a later date.

Department of Business Administration

1. An index must be included in all files.

2. Alumni files require data updates.

3. The scholarship file needs to be updated.

4. Missing coordinator and authentication signatures in files should be reviewed and rectified.

Department of Artificial Intelligence

1. Best practices should be identified, and steps should be taken to implement them.

2. The scholarship file requires an index, along with a name list.

Department of Data Science

1. The timetable should be included in the question paper file.

2. Best practices should be identified, and steps should be taken for their implementation.

3. The parent-teacher meeting (PTM) register needs to be updated accurately.

Department of Chemistry

1. Higher education and placement files require updating.

2. Details of programs attended by faculty need to be updated.

3. The lab timetable and experiment data should be regularly updated.

4. All files need to be properly aligned for better organization.

Department of Urdu

1. Best practices should be identified and actively implemented.

2. Mark register must be properly maintained.

PG Department of Computer Science

1. Remedial data for all classes needs to be reviewed and revised.

2. Best practices should be identified and implemented.

3. Sports and cultural file has not been completed.

4. CIA and university question paper files must be maintained properly.

5. Stock Register needs to be maintained properly.

PG and Research Department of Commerce

1. Files related to research degrees need to be updated appropriately.

2. The enrollment data file must be updated to include lists of dropouts and long absentees.

Department of Commerce – Computer Applications

1. Workload file has to be rearranged.

2. Extension activities file needs to be updated.

PG and Research Department of Mathematics

1. All files require proper alignment.

2. The contents file for programs organized by the department needs to be filed appropriately.

3. The question bank file requires further development.

4. The scholarship file requires an index, along with a name list.

5. The usage of ICT tools files needs to be properly updated and maintained.

Department of Computer Applications

1. The sports and cultural file needs to be maintained.

2. Scanned copies in the programs organized by the department file should be replaced with original documents.

3. The lab manual must be properly maintained.

PG Department of Interior Design and Decor

1. Work diary and academic planner require proper maintenance.

2. Extension activities file needs to be updated.

Department of Zoology

1. All documents has been properly maintained.

Department of Biotechnology

1. All documents has been properly maintained.

Department of Mathematics with Computer Applications

1. All documents has been properly maintained.

Department of Physical Education

1. All documentation related to events must be properly maintained.

Clubs and Committees:

1. Red Ribbon Club
2. Youth Red Cross
3. NCC
4. National Service Scheme
5. Swachh Bharat Abhiyan
6. Unnat Bharat Abhiyan
7. Environ Club
8. Women Empowerment Cell
9. Internal Compliance Cell
10. Anti-Ragging Committee
11. Anti-Drug Cell
12. Electoral Literacy Club
13. Training & Placement Cell
14. Students Grievance Redressal Cell
15. Bureau Of Islamic Studies
16. Transport
17 Student Council Committee - Union Majlis
18. Fine Arts

19. Entrepreneurship Development / Incubation Centre

20. Consumer Club

21. Legal Awareness Cell

22. Research Committee

23. Culturals Committee

24. Sports

25. Alumni

26. PTA

27 ICT -Information and Communication Technology

28. Library

29 AISHE

30. NIRF

31 Young Innovator Cell

32. College Development Council

33. Literary Club

34. Admission Committee

35. Community Service Cell

36. Counselling Committee

Strengths and Weaknesses of the Departments and Committees

Strengths of the Departments:

✓ Most departments effectively align their activities with institutional goals, demonstrating a strong commitment to their mission statements.

✓ The filing systems across various departments are generally organized, ensuring easy access to important documents.

✓ Prompt action is taken to address any identified discrepancies or anomalies.

Weaknesses of the Departments:

✓ Some departments need to enhance clarity in their financial records and budgeting documentation.

✓ Event planning and execution files should include more comprehensive details regarding roles and responsibilities.

✓ Staff training and development records need to be regularly updated to reflect ongoing professional growth.

✓ Infrastructure and equipment maintenance logs should specify dates and the personnel responsible for repairs.

✓ Documentation of alumni engagement and outreach initiatives requires more substantial evidence.

✓ Health and safety protocols, along with incident reports, should be meticulously recorded, including any remedial actions taken.
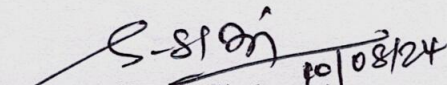
Recommendations

Overall, the academic activities of the departments and committees are satisfactory, with several areas showing excellent performance. It is recommended that all departments, committees, and cells focus on:

✓ Streamlining career guidance programs and coaching classes for competitive exams.

✓ Ensuring that a list of experiments and laboratory schedules is prominently displayed in all labs.

✓ Maintaining a separate file for university practical exams to enhance organization.

✓ Pursuing new MOUs with industries that align with current trends and needs.

✓ Institutionalizing select departmental best practices to foster a culture of excellence.

✓ Conducting need-based Faculty Development Programs (FDP), Staff Development Programs (SDP), and orientation sessions focused on quality improvement.

✓ Prioritizing publication in high-quality academic journals.

✓ Applying for funded projects from agencies like SAP, DST, and FIST.

✓ Diversifying extension and outreach programs to address a broader range of community needs.

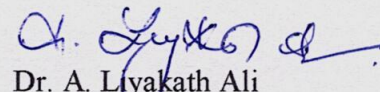✓ Continuously offering gender sensitization, women empowerment, self-defense, and yoga programs.

Conclusions

This internal academic audit thoroughly examined documentation and assessed the academic performance of various college departments, clubs, and committees across numerous parameters. The primary objective was to highlight the importance of maintaining effective filing and documentation systems, thereby encouraging faculty members to adopt innovative teaching and learning methodologies that enhance overall educational outcomes.

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