



**ISLAMIAH WOMEN'S ARTS & SCIENCE COLLEGE**  
Recognized by UGC under section 2(f) & 12(B) of the UGC Act 1956,  
Permanently affiliated with Thiruvalluvar University, Accredited by NAAC with B Grade  
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**INTERNAL ACADEMIC AUDIT REPORT**

**2018-2019**

**DATE: 01.02.2020 TO 03.02.2020**

**I – Objectives**

The objective of the Internal Academic Audit is to encourage the departments to prepare and maintain the academic documents and analyses teaching-learning process for ensuring quality education.

**II – Methodology**

As per the resolution of the Internal Academic Audit Committee meeting was held on 5<sup>th</sup> January 2020. It is resolved that

1. The list of files to be given to the departments for preparation of files.
2. Instructions given to the department heads for maintaining the files with same formats.
3. As per schedule all the departments should submit the required data on time during the physical verifications.

Further, the Internal Academic Audit was conducted by Dr. L. Indra and Dr. B. Manjula, Assistant Professors and Heads, Departments of BBA and B.Com CA respectively. The Auditors visited all the eleven departments and examined the records and documents from 01.02.2020 to 03.03.2020 as per the following schedule –

S. No.	DATE OF AUDITING	NAME OF THE DEPARTMENT
1	01/02/2020	Department of English
2		Department of Commerce
3		Department of Commerce – Computer Applications
4		Department of Business Administration
5	02/02/2020	Department of Computer Application
6		Department of Chemistry
7		Department of Biochemistry
8		Department of Mathematics

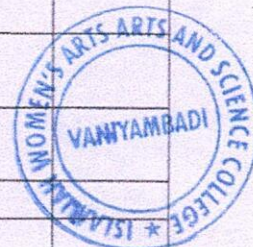
9	03/02/2020	Department of Nutrition Food Service Management and Dietetics
10		Department of Computer Science
11		Department of Interior Design and Décors

### III - Observations

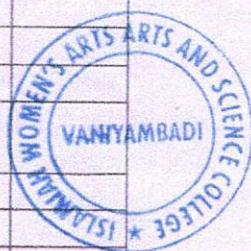
The member of each department submitted their department documents related to academic, co-curricular and extra-curricular activities to the Audit team like work dairy, lesson plan, CIA mark register, student profile, faculty profile, teaching methodology, ICT tools, extension activities, program organized and attended, bridge course, remedial coaching for slow learners etc. The Audit team were verified and analyzed the strength and weakness, based on the observations. The files are listed below.

#### List of Internal Auditing Files Examine

Sl. No	Parameter	
	<b>Criterion – I</b>	
1	a) Syllabus (old & Revised), b) Bridge course file	
2	Workload, timetable, Subject allotment	
3	Work diary, Academic Planner	
4	Student profile – Bio data	
5	Board of Studies – Participation of Teachers in various bodies/activities	
6	List of Faculties for Question settings – UG/PG/M.Phil	
7	List of Approved Evaluators with photo copy of the order	
8	Certificate/Diploma courses organized / attended by the department	
9	Faculty Profile	
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	
	<b>Criterion –II</b>	
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	
12	List of Students for Slow learner ( Remedial Coaching )	
13	List of Students for Advanced learner( Students enrichment programmes)	
14	Attendance Register, Condonation file	
15	Faculty name list with qualification and experience	
16	Teaching Methodology of the department	



17	ICT tools used	
18	Mentor and Mentee file	
19	CO's, PO's, PSO's	
20	Result analysis	
21	CIA- Mark register, Question paper, Internal marks(Register)	
22	University result and nominal file, Internal marks file	
	<b>Criterion – III</b>	
23	Research Supervisor file	
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	
25	Research Publication and Awards	
26	Extension Activities- Aids, Gender issues, Swachh Bharath, NSS, YRC	
	<b>Criterion – IV</b>	
27	Stock Register- Department stock and Library	
28	Students engagement in cultural and sports	
	<b>Criterion – V</b>	
29	Scholarship received by department students- Govt/NGO's/Non-Govt	
30	Soft skill courses offered by the department	
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	
32	Career Counseling Programmes / Competitive examination coaching	
33	Grievances and redressal file	
34	Student placement	
35	Students progression to higher education	
36	Number of students appearing for competitive and other examination	
37	Sports achievement( State, National and International)	
38	Students council – list of union Majlis year wise	
39	Alumni list year wise	
40	FDP, Orientation, Refresher course, Short-term course organized & participated	
	<b>Criterion – VI</b>	
41	Correspondence – Principal/Secretary/Coe	
42	PTA Register	
	<b>Criterion – VII</b>	
43	Best Practices of the department	



**(a). Strength of the departments:**

- Most of the department prepared and submitted all the documents on time.
- Few departments maintained all the files properly and followed good filing system.
- Overall the eleven departments followed good filing system in  
Staff workload, Subject allotment, Time-table,  
Student Profile  
University Results, Internal, Nominal etc.  
Correspondence to Principal, Secretary and COE.
- The co-operation of all the departments were excellent.

**(b). Weaknesses of the departments:**

- Most of the departments are not maintained stock register as well as department library register properly.
- Need to be used more ICT tools.
- Need to organize more soft skill program.

**V – Recommendations**

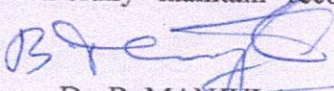
1. Importance has to be given for communication and soft skill oriented programmes
2. To organise awareness and motivation to the students for competitive examinations.  
(More number of job oriented and placement training programmes need to be organized).
3. ICT based teaching- learning process may be encouraged in every department to enhancing the quality education.
4. Field study to be arranged on relevant subjects for nourishing the young minds.

**VI – Conclusion**

At the outset, through this Department Internal Academic Audit, an attempt has been made to inspect all the documents and evaluate the academic performance of different department of the college on the basis of overall 43 parameters. The main objective of this audit has been to create awareness among the faculty members to adhere good filing and documentation system for future reference and teaching- learning methods to improve the outcome. It is observed that, only four departments have shown all the documents while other departments are little slow. To promote the use of ICT methods and encourage participation of student in various activities. Finally, every department must carefully maintain records documenting all the activities in the academic session.

  
Dr. K. INDRA

(Internal Auditor)

  
Dr. B. MANJULA

(Internal Auditor)

