



**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  
10, By-Pass Road, Vaniyambadi – 635751; Phone: 04174 – 235266

## **INTERNAL ACADEMIC AUDIT REPORT**

**2019-2020 & 2020-2021**

### **Part – A**

**Academic Year** : 2019-2020 & 2020-2021

**Date of Audit** : 27.10.2021 & 30.10.2021

**Name of the Auditors** : 1. Dr. B. Manjula  
Assistant Professor & Head  
Department of Commerce (CA)

2. Dr. K. Indra  
Assistant Professor and Head  
Department of Commerce

**Auditing done for** : All UG & PG Programs

### **Audit Schedule**

S. No.	DATE OF AUDITING	NAME OF THE DEPARTMENT
1	27/10/2021	Department of English
2		Department of Commerce
3		Department of Commerce – Computer Applications
4	28/10/2021	Department of Business Administration
5		Department of Computer Application
6		Department of Chemistry
7	29/10/2021	Department of Biochemistry
8		Department of Mathematics
9		Department of Nutrition Food Service Management & Dietetics
10	30/10/2021	Department of Computer Science
11		Department of Interior Design & Décor
12		Department of Zoology



ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE  
VANIYAMBADI

DEPARTMENT INTERNAL ACADEMIC AUDIT SCHEDULE  
2020-2021

S.No	DATE OF AUDITING	NAME OF THE DEPARTMENT
1	27/10/2021	Department of English
2		Department of Commerce
3		Department of Commerce Computer Application
4	28/10/2021	Department of Business Administration
5		Department of Computer Application
6		Department of Chemistry
7	29/10/2021	Department of Bio-Chemistry
8		Department of Mathematics
9		Department of Nutrition Food Service Management and Dietetics
10	30/10/2021	Department of computer science
11		Department of Computer Science
12		Department of Zoology

Internal Auditors:

1. Dr. K. Indra
2. Dr. B. Manjula

Principal



Principal  
Islamiah Women's Arts and Science College  
Vaniyambadi - 635 752.

## PART- B

### Criterion wise List of Document to be produced by Department for Audit

Sl. No	Name of the Files
<b>Criterion – I</b>	
1	Syllabus ( old & Revised), 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, Swach 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 participated
	<b>Criterion – VI</b>
41	Correspondence – Principal/Secretary/Coe
42	PTA Register
	<b>Criterion – VII</b>
43	Best Practices of the department

### PART- C

#### 1. General observation:

Internal Academic Audit has been conducted in the institution for all the programs. Criterion wise file list given prior to the commencement of audit, same verified during the audit period. It is observed that all the departments are maintained files up to the mark and very few departments lack in documentation. A period of 10 days given to complete the documentation. Every department showed their excellent Cooperation in smooth conduct of audit.

#### 2. Common Instructions to all the department:

- \*Efforts have to be taken for increasing number of University Rank holders.
- \* Try to offer more value added course for own and other discipline too.

\* All programs shall see that industry needed skill set is imparted among the students.

### 3. Concluding Observation :

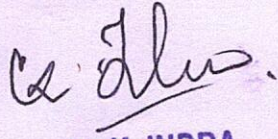
I extend my sincere thanks to the management, Secretary and correspondent, Academic Advisor and Principal for the opportunity to act as Internal Auditors for the period of two years 2018-2019 and 2019 -2020. According to the Instruction, information & explanations given to us, we examined the documents, files submitted by the various department, shows Original and Fairview of the departments

### 4. Recommendations

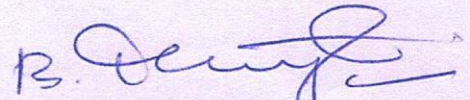
On the Recommendation of Internal Audit of 2019-2020, to offer value added Course to all the department including home department.

### Action Taken

Department of B.Com (CA) and NFSMD & Programs offered value added course, Certificate Course for all the students across institution



**Dr. K. INDRA,**  
M.Com., M.Phil., PGDCA, B.Ed., SET, Ph.D  
Research Supervisor & Assistant Professor  
PG & Research Department of Commerce  
Islamiah Women's Arts And Science College  
# 10, Bypass Road, New Town, Vaniyambadi - 2



**Dr. B. MANJULA,**  
M.Com., M.Phil., M.Com (CA), B.Ed., SET, Ph.D  
Head & Research Supervisor  
Department of Commerce (CA)  
Islamiah Women's Arts And Science College,  
# 10 Bypass Road, New Town, Vaniyambadi - 2



**Principal**  
Islamiah Women's Arts and Science College  
Vaniyambadi - 635 752.



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIAMBADI.

PG and Research Department of English

## List of Internal Auditing Files

Date: 27.10.2021

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	1(a) yes (b) Pending
2	Workload, timetable, Subject allotment	yes
3	Work diary, Academic Planner	9 missing
4	Student profile – Bio data	yes
5	Board of Studies – Participation of Teachers in various bodies/activities	pending – yes
6	List of Faculties for Question settings – UG/PG/M.Phil	Not Available – yes
7	List of Approved Evaluators with photo copy of the order	Not Available – yes.
8	Certificate/Diploma courses organized / attended by the department	Not Available – yes.
9	Faculty Profile	Not in proper format
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	pending
<b>Criterion –II</b>		
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	yes
12	List of Students for Slow learner ( Remedial Coaching )	yes
13	List of Students for Advanced learner( Students enrichment programmes)	pending – yes.
14	Attendance Register, Condonation file	yes
15	Faculty name list with qualification and experience	yes
16	Teaching Methodology of the department	yes.
17	ICT tools used	yes.
18	Mentor and Mentee file	pending.
19	CO's, PO's, PSO's	yes
20	Result analysis	pending
21	CIA- Mark register, Question paper, Internal marks(Register)	21 (a) pending (b) 21 (c)

22	University result and nominal file, Internal marks file	nominal ✓ UG PG
<b>Criterion – III</b>		
23	Research Supervisor file	yes.
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	yes.
25	Research Publication and Awards	yes.
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	pending.
<b>Criterion – IV</b>		
27	Stock Register- Department stock and Library	pending format / library pending
28	Students engagement in cultural and sports	- N.P.C Report
<b>Criterion – V</b>		
29	Scholarship received by department students- Govt/NGO's/Non-Govt	yes.
30	Soft skill courses offered by the department	- NO programme.
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	- NIL.
32	Career Counseling Programmes/Competitive examination coaching	pending.
33	Grievances and redressal file	yes.
34	Student placement	yes.
35	Students progression to higher education	yes.
36	Number of students appearing for competitive and other examination	-
37	Sports achievement( State, National and International)	pending - NIL.
38	Students council – list of union Majlis year wise	pending - yes.
39	Alumni list year wise	pending.
40	FDP, Orientation, Refresher course, Short term course participated	pending.
<b>Criterion – VI</b>		
41	Correspondence – Principal/Secretary/Coe	pending.
42	PTA Register	pending.
<b>Criterion – VII</b>		
43	Best Practices of the department	yes.

M. nites  
Dr.K.INDRA

(Internal Auditor)

yes.  
Dr.B.MANJULA

(Internal Auditor)



**ISLAMIAH WOMENS ARTS AND SCIENCE  
COLLEGE – VANIYAMBADI.**

**Department of Business Administration**

**List of Internal Auditing Files**

**Date: 27.10.2021**

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

MOU  
Industrial Visit

yes  
yes.



22	University result and nominal file, Internal marks file	yes
	<b>Criterion – III</b>	
23	Research Supervisor file	yes
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	yes
25	Research Publication and Awards	yes
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	yes
	<b>Criterion – IV</b>	
27	Stock Register- Department stock and Library	yes
28	Students engagement in cultural and sports	NIL
	<b>Criterion – V</b>	
29	Scholarship received by department students- Govt/NGO's/Non-Govt	yes
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	yes
33	Grievances and redressal file	yes
34	Student placement	yes
35	Students progression to higher education	yes
36	Number of students appearing for competitive and other examination	NIL
37	Sports achievement( State, National and International)	NIL
38	Students council – list of union Majlis year wise	pending - yes.
39	Alumni list year wise	yes.
40	FDP, Orientation, Refresher course, Short term course participated	yes
	<b>Criterion – VI</b>	
41	Correspondence – Principal/Secretary/Coe	yes
42	PTA Register	yes
	<b>Criterion – VII</b>	
43	Best Practices of the department	pending

Value Added  
 Dr. K. MADRA  
 (Internal Auditor)

yes.  
 Dr. B. MANJULA  
 (Internal Auditor)



**ISLAMIAH WOMENS ARTS AND SCIENCE  
COLLEGE – VANIAMBADI.**

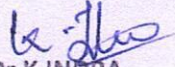
**Department of Commerce (CA)**

**List of Internal Auditing Files**

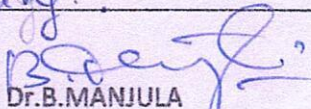
**Date: 27.10.2021**

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	(a) yes (b) yes
2	Workload, timetable, Subject allotment	yes
3	Work diary, Academic Planner	yes
4	Student profile – Bio data	yes
5	Board of Studies – Participation of Teachers in various bodies/activities	yes
6	List of Faculties for Question settings – UG/PG/M.Phil	yes
7	List of Approved Evaluators with photo copy of the order	yes
8	Certificate/Diploma courses organized / attended by the department	
9	Faculty Profile	yes
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	MEU ✓
<b>Criterion –II</b>		
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	yes
12	List of Students for Slow learner ( Remedial Coaching )	Attendance = 19-20-000 pending
13	List of Students for Advanced learner( Students enrichment programmes)	yes
14	Attendance Register, Condonation file	yes
15	Faculty name list with qualification and experience	pending - yes
16	Teaching Methodology of the department	pending ICT - yes
17	ICT tools used	yes
18	Mentor and Mentee file	yes
19	CO's, PO's, PSO's	yes
20	Result analysis	yes
21	CIA- Mark register, Question paper, Internal marks(Register)	yes

22	University result and nominal file, Internal marks file	Yes.
	<b>Criterion – III</b>	
23	Research Supervisor file	Yes.
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	Yes.
25	Research Publication and Awards	-
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	Certificate - pending
	<b>Criterion – IV</b>	
27	Stock Register- Department stock and Library	Yes.
28	Students engagement in cultural and sports	-
	<b>Criterion – V</b>	
29	Scholarship received by department students- Govt/NGO's/Non-Govt	Yes
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	Yes
33	Grievances and redressal file	Yes.
34	Student placement	Pending
35	Students progression to higher education	Yes.
36	Number of students appearing for competitive and other examination	pending
37	Sports achievement( State, National and International)	-
38	Students council – list of union Majlis year wise	Yes.
39	Alumni list year wise	Yes.
40	FDP, Orientation, Refresher course, Short term course participated	Yes.
	<b>Criterion – VI</b>	
41	Correspondence – Principal/Secretary/Coe	Yes.
42	PTA Register	-
	<b>Criterion – VII</b>	
43	Best Practices of the department	pending.

  
Dr.K.INDRA

(Internal Auditor)

  
Dr.B.MANJULA

(Internal Auditor)



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIAMBADI.

PG and Research Department of Commerce

## List of Internal Auditing Files

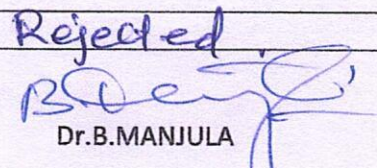
Date: 27.10.2021

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	OK. Bridge course needs Correction
2	Workload, timetable, Subject allotment	Re arrange
3	Work diary, Academic Planner	Re arrange - pending.
4	Student profile – Bio data	OK
5	Board of Studies – Participation of Teachers in various bodies/activities	NIL. O.K.
6	List of Faculties for Question settings – UG/PG/M.Phil	OK
7	List of Approved Evaluators with photo copy of the order	OK
8	Certificate/Diploma courses organized / attended by the department	NIL
9	Faculty Profile	Incomplete
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	NIL / Students projects OK.
<b>Criterion –II</b>		
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	NIL - pending
12	List of Students for Slow learner ( Remedial Coaching )	Remedial - need Correction.
13	List of Students for Advanced learner( Students enrichment programmes)	NIL.
14	Attendance Register, Condonation file	OK.
15	Faculty name list with qualification and experience	NIL Incomplete
16	Teaching Methodology of the department	Incomplete - Exclude them
17	ICT tools used	Incompleted.
18	Mentor and Mentee file	required Separate filing
19	CO's, PO's, PSO's	Rejected - Need Correction
20	Result analysis	Required correction.
21	CIA- Mark register, Question paper, Internal marks(Register)	OK.

22	University result and nominal file, Internal marks file	Required <sup>pg.</sup> Rearrangement.
<b>Criterion – III</b>		
23	Research Supervisor file	Pending.
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	Rearrange
25	Research Publication and Awards	Pending
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	Pending.
<b>Criterion – IV</b>		
27	Stock Register- Department stock and Library	Need Correction.
28	Students engagement in cultural and sports	NIL.
<b>Criterion – V</b>		
29	Scholarship received by department students- Govt/NGO's/Non-Govt	OK.
30	Soft skill courses offered by the department	NIL.
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	NIL.
32	Career Counseling Programmes/Competitive examination coaching	NIL.
33	Grievances and redressal file	Rejected. NIL.
34	Student placement	Pending
35	Students progression to higher education	Pending.
36	Number of students appearing for competitive and other examination	NIL.
37	Sports achievement( State, National and International)	NIL.
38	Students council – list of union Majlis year wise	Pending.
39	Alumni list year wise	Pending.
40	FDP,Orientation,Refresher course, Short term course participated	Pending.
<b>Criterion – VI</b>		
41	Correspondence – Principal/Secretary/Coe	OK
42	PTA Register	NIL.
<b>Criterion – VII</b>		
43	Best Practices of the department	Rejected

  
Dr.K.INDRA

(Internal Auditor)

  
Dr.B.MANJULA  
(Internal Auditor)



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIYAMBADI.

## PG Department of Computer Science And Department of Computer Applications

### List of Internal Auditing Files

Date: 28.10.2021

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	OK → BC - need correction
2	Workload, timetable, Subject allotment	OK
3	Work diary, Academic Planner	Not available.
4	Student profile – Bio data	UG - ✓ PG - ✓
5	Board of Studies – Participation of Teachers in various bodies/activities	NIC.
6	List of Faculties for Question settings – UG/PG/M.Phil	NIC.
7	List of Approved Evaluators with photo copy of the order	pending
8	Certificate/Diploma courses organized / attended by the department	pending
9	Faculty Profile	pending.
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	Pending.
<b>Criterion –II</b>		
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	pending.
12	List of Students for Slow learner ( Remedial Coaching )	Rejected, OK.
13	List of Students for Advanced learner( Students enrichment programmes)	OK.
14	Attendance Register, Condonation file	18-19 2019-20, 20-21. pending.
15	Faculty name list with qualification and experience	pending.
16	Teaching Methodology of the department	NIC.
17	ICT tools used	NIC
18	Mentor and Mentee file	pending all (1) class. etc.
19	CO's, PO's, PSO's	OK.
20	Result analysis	OK.

Conference file - OK.

21	CIA- Mark register, Question paper, Internal marks(Register)	OK
22	University result and nominal file, Internal marks file	OK
	<b>Criterion – III</b>	
23	Research Supervisor file	NIL
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	NIL
25	Research Publication and Awards	OK - NIL
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	Re arrange - OK
	<b>Criterion – IV</b>	
27	Stock Register- Department stock and Library	OK
28	Students engagement in cultural and sports	NIL
	<b>Criterion – V</b>	
29	Scholarship received by department students- Govt/NGO's/Non-Govt	Pending.
30	Soft skill courses offered by the department	NIL
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	NIL
32	Career Counseling Programmes/Competitive examination coaching	NIL
33	Grievances and redressal file	Not Proper. OK.
34	Student placement	not proper. pending.
35	Students progression to higher education	OK.
36	Number of students appearing for competitive and other examination	NIL
37	Sports achievement( State, National and International)	NIL
38	Students council – list of union Majlis year wise	OK
39	Alumni list year wise	pending.
40	FDP, Orientation, Refresher course, Short term course participated	2 Student Swayam ✓ OK.
	<b>Criterion – VI</b>	
41	Correspondence – Principal/Secretary/Coe	OK.
42	PTA Register	pending.
	<b>Criterion – VII</b>	
43	Best Practices of the department	pending.

Dr.K.INDRA

(Internal Auditor)

Dr.B.MANJULA

(Internal Auditor)



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIYAMBADI.

PG Department of Bio-Chemistry

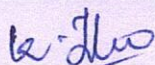
List of Internal Auditing Files

Date: 30.10.2021

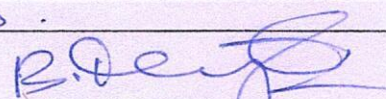
Sl. No	Name of the Files	Remarks
	<b>Criterion – I</b>	1
1	Syllabus ( old & Revised), Bridge course file	1(a) yes 1(b) yes.
2	Workload, timetable, Subject allotment	yes.
3	Work diary, Academic Planner	yes.
4	Student profile – Bio data	yes.
5	Board of Studies – Participation of Teachers in various bodies/activities	yes.
6	List of Faculties for Question settings – UG/PG/M.Phil	yes.
7	List of Approved Evaluators with photo copy of the order	yes.
8	Certificate/Diploma courses organized / attended by the department	yes.
9	Faculty Profile	yes.
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	yes.
	<b>Criterion –II</b>	
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	yes.
12	List of Students for Slow learner ( Remedial Coaching )	yes
13	List of Students for Advanced learner( Students enrichment programmes)	pending – yes.
14	Attendance Register, Condonation file	pending – yes.
15	Faculty name list with qualification and experience	yes.
16	Teaching Methodology of the department	pending.
17	ICT tools used	pending.
18	Mentor and Mentee file	pending
19	CO's, PO's, PSO's	yes.
20	Result analysis	pending
21	CIA- Mark register, Question paper, Internal marks(Register)	yes.
22	University result and nominal file, Internal marks file	yes.
	<b>Criterion – III</b>	



23	Research Supervisor file	NIL.
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	NIL.
25	Research Publication and Awards	19-20-11 - 20-21 - Nil.
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	Nil.
<b>Criterion – IV</b>		
27	Stock Register- Department stock and Library	yes.
28	Students engagement in cultural and sports	NIL
<b>Criterion – V</b>		
29	Scholarship received by department students- Govt/NGO's/Non-Govt	yes.
30	Soft skill courses offered by the department	NIL
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	Nil
32	Career Counseling Programmes/Competitive examination coaching	NIL.
33	Grievances and redressal file	yes.
34	Student placement	yes. yes.
35	Students progression to higher education	yes.
36	Number of students appearing for competitive and other examination	NIL.
37	Sports achievement( State, National and International)	NIL.
38	Students council – list of union Majlis year wise	Need correction
39	Alumni list year wise	pending
40	FDP, Orientation, Refresher course, Short term course participated	Pending - Yes.
<b>Criterion – VI</b>		
41	Correspondence – Principal/Secretary/Coe	yes.
42	PTA Register	NIL.
<b>Criterion – VII</b>		
43	Best Practices of the department	yes.

  
Dr.K.INDRA

(Internal Auditor)

  
Dr.B.MANJULA

(Internal Auditor)



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIYAMBADI.

## Department of Chemistry

### List of Internal Auditing Files

Date: 28.10.2021

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	yes. (b) pending
2	Workload, timetable, Subject allotment	yes.
3	Work diary, Academic Planner	yes.
4	Student profile – Bio data	yes.
5	Board of Studies – Participation of Teachers in various bodies/activities	NIL
6	List of Faculties for Question settings – UG/PG/M.Phil	NO
7	List of Approved Evaluators with photo copy of the order	NO.
8	Certificate/Diploma courses organized / attended by the department	NIL.
9	Faculty Profile	yes. rearranged.
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	NO.
<b>Criterion –II</b>		
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	pending - yes.
12	List of Students for Slow learner ( Remedial Coaching )	yes.
13	List of Students for Advanced learner( Students enrichment programmes)	pending
14	Attendance Register, Condonation file	yes
15	Faculty name list with qualification and experience	yes.
16	Teaching Methodology of the department	pending
17	ICT tools used	pending
18	Mentor and Mentee file	yes
19	CO's, PO's, PSO's	yes.
20	Result analysis	pending
21	CIA- Mark register, Question paper, Internal marks(Register)	Not in proper.
22	University result and nominal file, Internal marks file	yes ✓ 82 ✓ 0 ✓
<b>Criterion – III</b>		

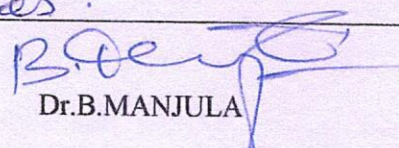
Industrial Visit

yes.

23	Research Supervisor file	NIL
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	NIL
25	Research Publication and Awards	NIL
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	yes.
<b>Criterion – IV</b>		
27	Stock Register- Department stock and Library	yes.
28	Students engagement in cultural and sports	NIL
<b>Criterion – V</b>		
29	Scholarship received by department students- Govt/NGO's/Non-Govt	NIL. yes.
30	Soft skill courses offered by the department	NIL
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	NIL
32	Career Counseling Programmes/Competitive examination coaching	NIL
33	Grievances and redressal file	Irrelevant
34	Student placement	yes.
35	Students progression to higher education	yes.
36	Number of students appearing for competitive and other examination	NIL.
37	Sports achievement( State, National and International)	NIL
38	Students council – list of union Majlis year wise	yes.
39	Alumni list year wise	yes.
40	FDP, Orientation, Refresher course, Short term course participated	NIL.
<b>Criterion – VI</b>		
41	Correspondence – Principal/Secretary/Coe ✓	yes.
42	PTA Register	pending
<b>Criterion – VII</b>		
43	Best Practices of the department	yes.

  
Dr. K. INDRA

(Internal Auditor)

  
Dr. B. MANJULA

(Internal Auditor)



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIAMBADI.

Department of IDD

## List of Internal Auditing Files

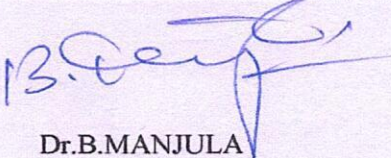
Date: 29.10.2021

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	yes (b) yes
2	Workload, timetable, Subject allotment	yes
3	Work diary, Academic Planner	
4	Student profile – Bio data	yes
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	yes
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	yes
<b>Criterion –II</b>		
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	yes
12	List of Students for Slow learner ( Remedial Coaching )	yes
13	List of Students for Advanced learner( Students enrichment programmes)	Pending – yes
14	Attendance Register, Condonation file	yes
15	Faculty name list with qualification and experience	yes
16	Teaching Methodology of the department	pending
17	ICT tools used	pending
18	Mentor and Mentee file	pending
19	CO's, PO's, PSO's	yes
20	Result analysis	Incomplete – yes
21	CIA- Mark register, Question paper, Internal marks(Register)	pending
22	University result and nominal file, Internal marks file	yes
<b>Criterion – III</b>		

23	Research Supervisor file	—
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	pending — yes
25	Research Publication and Awards	—
26	Extension Activities- Aids, Gender issues, Swach 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	pending
39	Alumni list year wise	yes
40	FDP, Orientation, Refresher course, Short term course participated	yes
<b>Criterion – VI</b>		
41	Correspondence – Principal/Secretary/Coe	yes
42	PTA Register	pending — yes
<b>Criterion – VII</b>		
43	Best Practices of the department	yes

  
Dr.K.INDRA

(Internal Auditor)

  
Dr.B.MANJULA

(Internal Auditor)



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIYAMBADI.

PG and Research Department of Mathematics

## List of Internal Auditing Files

Date: 29.10.2021

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	1(a) yes . 1(b) yes
2	Workload, timetable, Subject allotment	yes SA/20-21-EU SA
3	Work diary, Academic Planner	yes
4	Student profile – Bio data	yes
5	Board of Studies – Participation of Teachers in various bodies/activities	–
6	List of Faculties for Question settings – UG/PG/M.Phil	yes .
7	List of Approved Evaluators with photo copy of the order	yes
8	Certificate/Diploma courses organized / attended by the department	– nil
9	Faculty Profile	yes .
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)	yes .
12	List of Students for Slow learner ( Remedial Coaching )	yes .
13	List of Students for Advanced learner( Students enrichment programmes)	Rearrangement - yes .
14	Attendance Register, Condonation file	yes
15	Faculty name list with qualification and experience	yes .
16	Teaching Methodology of the department	Rearrangement - yes .
17	ICT tools used	yes
18	Mentor and Mentee file	yes
19	CO's, PO's, PSO's	yes
20	Result analysis	yes
21	CIA- Mark register, Question paper, Internal marks(Register)	yes .

22	University result and nominal file, Internal marks file	yes
<b>Criterion – III</b>		
23	Research Supervisor file	yes
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	yes
25	Research Publication and Awards	yes
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	yes arranged —
<b>Criterion – IV</b>		
27	Stock Register- Department stock and Library	yes
28	Students engagement in cultural and sports	pending
<b>Criterion – V</b>		
29	Scholarship received by department students- Govt/NGO's/Non-Govt	yes
30	Soft skill courses offered by the department	NIL
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	NIL
32	Career Counseling Programmes/Competitive examination coaching	NIL
33	Grievances and redressal file	pending
34	Student placement	pending
35	Students progression to higher education	yes
36	Number of students appearing for competitive and other examination	pending
37	Sports achievement( State National and International)	NIL

38. Student Council members: - yes.
39. Alumni list - yes.
40. FDP - NIL.
41. Correspondence to principal, Sec, COE - yes.
42. PTA Register = yes.
43. Best practices: - yes.

Internal Auditors.



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIYAMBADI.

Department of Zoology

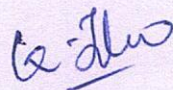
List of Internal Auditing Files

Date: 29.10.2021

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	1(a) ✓ (b) pending yes
2	Workload, timetable, Subject allotment	yes.
3	Work diary, Academic Planner	yes.
4	Student profile – Bio data	yes.
5	Board of Studies – Participation of Teachers in various bodies/activities	–
6	List of Faculties for Question settings – UG/PG/M.Phil	NIL.
7	List of Approved Evaluators with photo copy of the order	NIL.
8	Certificate/Diploma courses organized / attended by the department	NIL.
9	Faculty Profile	pending – yes.
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	yes – Industrial visit.
<b>Criterion – II</b>		
11	Total number of Students year wise & Category wise (General, OBC, SC & ST)	pending – NIL.
12	List of Students for Slow learner ( Remedial Coaching )	–
13	List of Students for Advanced learner( Students enrichment programmes)	pending – yes.
14	Attendance Register, Condonation file	yes.
15	Faculty name list with qualification and experience	pending – yes. exp. photo
16	Teaching Methodology of the department	pending
17	ICT tools used	pending – yes
18	Mentor and Mentee file	pending – yes.
19	CO's, PO's, PSO's	pending – yes.
20	Result analysis	yes.
21	CIA- Mark register, Question paper, Internal marks(Register)	yes.
22	University result and nominal file, Internal marks file	yes.
<b>Criterion – III</b>		

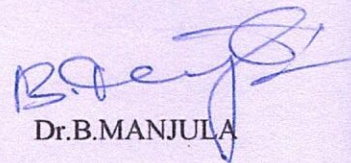


23	Research Supervisor file	-
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	-
25	Research Publication and Awards	-
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	NIL
<b>Criterion – IV</b>		
27	Stock Register- Department stock and Library	Yes - No Dept. Librarian
28	Students engagement in cultural and sports	NIL
<b>Criterion – V</b>		
29	Scholarship received by department students- Govt/NGO's/Non-Govt	yes.
30	Soft skill courses offered by the department	NIL
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	NIL
32	Career Counseling Programmes/Competitive examination coaching	NIL.
33	Grievances and redressal file	NIL.
34	Student placement	NIL
35	Students progression to higher education	NIL.
36	Number of students appearing for competitive and other examination	NIL.
37	Sports achievement( State, National and International)	NIL.
38	Students council – list of union Majlis year wise	Yes.
39	Alumni list year wise	-
40	FDP,Orientation,Refresher course, Short term course participated	-
<b>Criterion – VI</b>		
41	Correspondence – Principal/Secretary/Coe	pending
42	PTA Register	-
<b>Criterion – VII</b>		
43	Best Practices of the department	pending



Dr.K.INDRA

(Internal Auditor)



Dr.B.MANJULA

(Internal Auditor)



# ISLAMIAH WOMENS ARTS AND SCIENCE COLLEGE – VANIYAMBADI.

PG Department of NFSM&D

## List of Internal Auditing Files

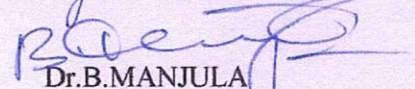
Date: 30.10.2021

Sl. No	Name of the Files	Remarks
<b>Criterion – I</b>		
1	Syllabus ( old & Revised), Bridge course file	1 (a) yes . 1 (b) yes
2	Workload, timetable, Subject allotment	yes .
3	Work diary, Academic Planner	yes .
4	Student profile – Bio data	yes .
5	Board of Studies – Participation of Teachers in various bodies/activities	yes .
6	List of Faculties for Question settings – UG/PG/M.Phil	yes .
7	List of Approved Evaluators with photo copy of the order	yes .
8	Certificate/Diploma courses organized / attended by the department	Pending .
9	Faculty Profile	yes .
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	Pending – yes
<b>Criterion –II</b>		
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	yes .
12	List of Students for Slow learner ( Remedial Coaching )	yes .
13	List of Students for Advanced learner( Students enrichment programmes)	Pending
14	Attendance Register, Condonation file	yes
15	Faculty name list with qualification and experience	yes .
16	Teaching Methodology of the department	Pending .
17	ICT tools used	Pending
18	Mentor and Mentee file	Mentor-Mentee – pending
19	CO's, PO's, PSO's	yes .
20	Result analysis	yes .
21	CIA- Mark register, Question paper, Internal marks(Register)	yes .
22	University result and nominal file, Internal marks file	yes .
<b>Criterion – III</b>		

23	Research Supervisor file	yes.
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	pending - yes.
25	Research Publication and Awards	yes.
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	pending.
<b>Criterion - IV</b>		
27	Stock Register- Department stock and Library	yes.
28	Students engagement in cultural and sports	-
<b>Criterion - V</b>		
29	Scholarship received by department students- Govt/NGO's/Non-Govt	pending - yes.
30	Soft skill courses offered by the department	- Nil
31	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)	- Nil
32	Career Counseling Programmes/Competitive examination coaching	- Nil
33	Grievances and redressal file	pending
34	Student placement	-
35	Students progression to higher education	pending - yes.
36	Number of students appearing for competitive and other examination	or Nil
37	Sports achievement( State, National and International)	-
38	Students council - list of union Majlis year wise	pending - yes
39	Alumni list year wise	pending - yes.
40	FDP, Orientation, Refresher course, Short term course participated	pending.
<b>Criterion - VI</b>		
41	Correspondence - Principal/Secretary/Coe	yes.
42	PTA Register	pending
<b>Criterion - VII</b>		
43	Best Practices of the department	pending.

  
Dr.K.INDRA

(Internal Auditor)

  
Dr.B.MANJULA

(Internal Auditor)