

#### 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		Department of English	
2	27/10/2021	27/10/2021 Department of Commerce	
3	Department of Commerce – Computer Applications		
4	Department of Business Administration		
5	28/10/2021	The state of the s	
6	Department of Chemistry		
7	Department of Biochemistry		
8	29/10/2021 Department of Mathematics		
9	Department of Nutrition Food Service Management &		
	Dietetics		
10	Department of Computer Science		
11	30/10/2021	30/10/2021 Department of Interior Design & Décor	
12	Department of Zoology		



#### DEPARTMENT INTERNAL ACADEMIC AUDIT SCHEDULE 2020-2021

S.No	DATE OF AUDITING	NAME OF THE DEPARTMENT
1		Department of English
2	27/10/2021	Department of Commerce
3		Department of Commerce Computer Application
4		Department of Business Administration
5	28/10/2021	Department of Computer Application
6		Department of Chemistry
7		Department of Bio-Chemistry
8	29/10/2021	Department of Mathematics
9		Department of Nutrition Food Service Management and Dietetics
10		Department of computer science
11	30/10/2021	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 Vanıyambadi - 635 752.

#### PART-B

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

SI. No	Name of the Files	
	Criterion – I	
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)  Criterion —II	
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 leaner( 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	
	Criterion – III	
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	

	Criterion – IV
27	Stock Register- Department stock and Library
28	Students engagement in cultural and sports
	Criterion – V
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
	Criterion – VI
41	Correspondence - Principal/Secretary/Coe
42	PTA Register
	Criterion – VII
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.

**ActionTaken** 

Department o f 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

Mism., M.Phil., M.Com (CA). B.Ed., SET., M.:

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Department of Commerce (CA)

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



### PG and Research Department of English

### **List of Internal Auditing Files**

Date: 27.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
1 . (	Syllabus ( old & Revised), Bridge course file	Isar 560 Pandine
2	Workload, timetable, Subject allotment	YON
3	Work diary, Academic Planner	19 missing
4	Student profile – Bio data	ves
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 - xes
7	List of Approved Evaluators with photo copy of the order	Not Available was
8	Certificate/Diploma courses organized / attended by the department	NOT Available - 100.
9	Faculty Profile	Not in proper forma
10	Project work/Field work/internship(Mou, Syllabus,	To tope form
	Approval copy, students name list, minutes report)	Pandine
	Criterion -II	
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	yes
12	List of Students for Slow learner ( Remedial Coaching )	Ves
13	List of Students for Advanced leaner( Students enrichment programmes)	Plending - yes.
14	Attendance Register, Condonation file	mes .
15	Faculty name list with qualification and experience	yes
16	Teaching Methodology of the department	Ves:
17	ICT tools used	yes:
18	Mentor and Mentee file	plending.
19	CO's, PO's, PSO's	401.
20	Result analysis	Pendine
21	CIA- Mark register, Question paper, Internal marks(Register)	21 (a) prending (b) 21 (c)

22	University result and nominal file, Internal marks file	nomina) you
	Criterion – III	
23	Research Supervisor file	yes:
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	yes 1
25	Research Publication and Awards	Yes .
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	Hepiending.
	Criterion – IV	
27	Stock Register- Department stock and Library	Dendingormod/Ribraphydin
28	Students engagement in cultural and sports	- NPa ROSOTIC
	Criterion – V	
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)	- NIC.
32	Career Counseling Programmes/Competitive examination coaching	purdings.
33	Grievances and redressal file	yes.
34	Student placement	Yes.
35	Students progression to higher education	ves
36	Number of students appearing for competitive and other examination	<b>-</b> ,
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
	Criterion – VI	U
41	Correspondence – Principal/Secretary/Coe	pending
42	PTA Register	pending
	Criterion – VII	
43	Best Practices of the department	yes.
	Dr.K.INDRA The	Dr.B.MANJULA

(Internal Auditor)



### **Department of Business Administration**

### **List of Internal Auditing Files**

Date: 27.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
1	Syllabus ( old & Revised), Bridge course file	(a) yes (b) yes
2	Workload, timetable, Subject allotment	yes
3	Work diary, Academic Planner	Ves
4	Student profile – Bio data	ves
5	Board of Studies – Participation of Teachers in various bodies/activities	yes
6	List of Faculties for Question settings - UG/PG/M.Phil	ves
7	List of Approved Evaluators with photo copy of the order	vies
8	Certificate/Diploma courses organized / attended by the department	yes
9	Faculty Profile	ves
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	yes
	Criterion -II	
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 leaner( Students enrichment programmes)	pending prending-yes
14	Attendance Register, Condonation file	yes
15	Faculty name list with qualification and experience	yes.
16	Teaching Methodology of the department	pendine
17	ICT tools used	yes co
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

riterion — III esearch Supervisor file eminar / Workshop organized relating to research ethodology, IPR, Entrepreneurship esearch Publication and Awards etension Activities- Aids, Gender issues, Swach Bharath, SS, YRC eriterion — IV cock Register- Department stock and Library udents engagement in cultural and sports eriterion — V cholarship received by department students- covt/NGO's/Non-Govt oft skill courses offered by the department fe skill Programmes organized / offered by the epartment ( Yoga, Health and Hygiene) areer Counseling Programmes/Competitive examination	yes yes yes yes will
eminar / Workshop organized relating to research methodology, IPR, Entrepreneurship esearch Publication and Awards etension Activities- Aids, Gender issues, Swach Bharath, SS, YRC  Criterion — IV  ock Register- Department stock and Library udents engagement in cultural and sports  riterion — V  cholarship received by department students- ovt/NGO's/Non-Govt oft skill courses offered by the department fe skill Programmes organized / offered by the department (Yoga, Health and Hygiene)	yes yes yes
esearch Publication and Awards estension Activities- Aids, Gender issues, Swach Bharath, ess, YRC eriterion — IV eschool Register- Department stock and Library endents engagement in cultural and sports eriterion — V escholarship received by department students- evt/NGO's/Non-Govt eft skill courses offered by the department esearch Publication and Awards eventures event	yes yes yes
citension Activities- Aids, Gender issues, Swach Bharath, SS, YRC  Criterion — IV  Cock Register- Department stock and Library  Cudents engagement in cultural and sports  Criterion — V  Cholarship received by department students-  Covt/NGO's/Non-Govt  Coff skill courses offered by the department  Cost Skill Programmes organized / offered by the  Copartment (Yoga, Health and Hygiene)	yes will
criterion — IV  ock Register- Department stock and Library udents engagement in cultural and sports  riterion — V  cholarship received by department students- ovt/NGO's/Non-Govt oft skill courses offered by the department fe skill Programmes organized / offered by the epartment (Yoga, Health and Hygiene)	1 yes
riterion — V  cholarship received by department students- covt/NGO's/Non-Govt oft skill courses offered by the department fe skill Programmes organized / offered by the department (Yoga, Health and Hygiene)	AUC
riterion — V cholarship received by department students- ovt/NGO's/Non-Govt oft skill courses offered by the department fe skill Programmes organized / offered by the epartment (Yoga, Health and Hygiene)	AUC
riterion — V cholarship received by department students- ovt/NGO's/Non-Govt oft skill courses offered by the department fe skill Programmes organized / offered by the epartment (Yoga, Health and Hygiene)	Yes -
riterion – V cholarship received by department students- ovt/NGO's/Non-Govt oft skill courses offered by the department fe skill Programmes organized / offered by the epartment (Yoga, Health and Hygiene)	yes -
ovt/NGO's/Non-Govt oft skill courses offered by the department fe skill Programmes organized / offered by the epartment ( Yoga, Health and Hygiene)	yes -
fe skill Programmes organized / offered by the epartment (Yoga, Health and Hygiene)	
epartment ( Yoga, Health and Hygiene)	
aching	yes
rievances and redressal file	ves
udent placement	ves
udents progression to higher education	yes .
umber of students appearing for competitive and other amination	NE
orts achievement( State, National and International)	NIL
udents council – list of union Majlis year wise	pending -yes.
umni list year wise	Vels .
P,Orientation,Refresher course, Short term course articipated	yes
riterion – VI	1
rrespondence – Principal/Secretary/Coe	Van
A Register	yes
riterion – VII	
	Dendine
1	umni list year wise P,Orientation,Refresher course, Short term course rticipated riterion — VI rrespondence — Principal/Secretary/Coe

br. K. Morollo.

(Internal Auditor)

Dr.B.MANJULA



### **Department of Commerce (CA)**

### **List of Internal Auditing Files**

Date: 27.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
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	lyes
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	Company of the compan
9	Faculty Profile	yes.
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	MOU ~
	Criterion -II	}
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	yes.
12	List of Students for Slow learner ( Remedial Coaching )	Affeirdance - 19-20-000 pende
13	List of Students for Advanced leaner( Students enrichment programmes)	yes.
14	Attendance Register, Condonation file	yes.
15	Faculty name list with qualification and experience	panding - yes.
16	Teaching Methodology of the department	pendene ICT yet
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,
	Criterion – III	
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	Creviticale-pending
	Criterion – IV	
27	Stock Register- Department stock and Library	yes.
28	Students engagement in cultural and sports	1'-
	Criterion – V	
29	Scholarship received by department students- Govt/NGO's/Non-Govt	408
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	V.02 .
34	Student placement	Prending
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)	1-0
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	408.
	Criterion – VI	
41	Correspondence – Principal/Secretary/Coe	yes.
42	PTA Register	T-
	Criterion – VII	
43	Best Practices of the department	pending.

(Internal Auditor)

Dr.B.MANJULA



#### PG and Research Department of Commerce

### **List of Internal Auditing Files**

Date: 27.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
1	Syllabus ( old & Revised), Bridge course file	OK. Bridge course needs Correcte
2	Workload, timetable, Subject allotment	Re or van de
3	Work diary, Academic Planner	Rearrance - pendit.
4	Student profile – Bio data	OK 1
5	Board of Studies – Participation of Teachers in various bodies/activities	NIL. D.W.
6	List of Faculties for Question settings – UG/PG/M.Phil	06
7	List of Approved Evaluators with photo copy of the order	DE
8	Certificate/Diploma courses organized / attended by the department	MIL
9	Faculty Profile	Incomplate
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	NIL Students projects
	Criterion -II	
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	NIC - Peveling Remedial-need Correction.
12	List of Students for Slow learner ( Remedial Coaching )	Remedial-nevel Correction.
13	List of Students for Advanced leaner( Students enrichment programmes)	NIC.
14	Attendance Register, Condonation file	OW.
15	Faculty name list with qualification and experience	NIC Incomplete
16	Teaching Methodology of the department	Incomplete - Exclude the
17	ICT tools used	Incompleted!
18	Mentor and Mentee file	required Separate filing
19	CO's, PO's, PSO's	Rejected - Nead Correction
20	Result analysis	Required correction.
21	CIA- Mark register, Question paper, Internal marks(Register)	ole.

	Total Commence	PG.
22	University result and nominal file, Internal marks file	Required Le arrangement
	Criterion – III	1
23	Research Supervisor file	D. A. C
		fearley.
24	Seminar / Workshop organized relating to research	Rearrange pending
	methodology, IPR, Entrepreneurship	Rearrange
25	Research Publication and Awards	Dendire
26	Extension Activities- Aids, Gender issues, Swach Bharath,	10 0
	NSS, YRC	Pendirs.
	Criterion – IV	
27	Stock Register- Department stock and Library	Need Correction.
28	Students engagement in cultural and sports	NIC.
	Criterion – V	
29	Scholarship received by department students-	
	Govt/NGO's/Non-Govt	oc.
30	Soft skill courses offered by the department	NL.
31	Life skill Programmes organized / offered by the	
	department ( Yoga, Health and Hygiene)	MIC.
32	Career Counseling Programmes/Competitive examination	
	coaching	NIL.
33	Grievances and redressal file	Rejeofed. NIC.
34	Student placement	Pendire -
35	Students progression to higher education	pending!
36	Number of students appearing for competitive and other	NIL
~~	examination	NC
37	Sports achievement( State, National and International)	NIC.
38	Students council – list of union Majlis year wise	pendirg,
39	Alumni list year wise	pending,
40	FDP,Orientation,Refresher course, Short term course	5 1.0
	participated	pending.
	Criterion – VI	c
41	Correspondence – Principal/Secretary/Coe	Ole
42	PTA Register	NIL.
	Criterion – VII	
43	Best Practices of the department	Rejected_

(Internal Auditor)

Dr.B.MANJULA



## PG Department of Computer Science And Department of Computer Applications List of Internal Auditing Files

Date: 28.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
1	Syllabus ( old & Revised), Bridge course file	OB: Pounts
2	Workload, timetable, Subject allotment	OW 15C - need correct
3	Work diary, Academic Planner	A lat
4	Student profile - Bio data	Not available.
5	Board of Studies - Participation of Teachers in various	10g - V 10g - V
	bodies/activities	N.C.
6	List of Faculties for Question settings – UG/PG/M.Phil	. 202
7	List of Approved Evaluators with photo copy of the order	ne dive
8	Certificate/Diploma courses organized / attended by the	penso f
	department	bonding.
9	Faculty Profile	The dive
10	Project work/Field work/internship(Mou, Syllabus,	penal b
	Approval copy, students name list, minutes report)	Denday.
	Criterion –II	1 0
11	Total number of Students year wise & Category	- live
	wise(General, OBC, SC & ST)	penal 8
12	List of Students for Slow learner (Remedial Coaching)	Ramoled DKI.
13	List of Students for Advanced leaner( Students enrichment	The state of the s
	programmes)	OW.
14	Attendance Register, Condonation file	2019-20-120-4. pudirg.
15	Faculty name list with qualification and experience	Deineline.
16	Teaching Methodology of the department	NIC. O
17	ICT tools used	All conjetter
18	Mentor and Mentee file	Boundine all What of
19	CO's, PO's, PSO's	ple 1
20	Result analysis	OKU.

Conference dele- oce.

		9 11 00 -1.
21	CIA- Mark register, Question paper, Internal marks(Register)	010
22	University result and nominal file, Internal marks file	OW
	Criterion – III	0-
23	Research Supervisor file	
	Research Supervisor file	NIL
24	Seminar / Workshop organized relating to research	
	methodology, IPR, Entrepreneurship	MIL
25	Research Publication and Awards	DRC ALK
26	Extension Activities- Aids, Gender issues, Swach Bharath,	Rearrange -OK.
100	NSS, YRC	Rearrange -OW.
	Criterion – IV	0
27	Stock Register- Department stock and Library	OW,
28	Students engagement in cultural and sports	NIC.
	Criterion – V	
29	Scholarship received by department students-	<b>-</b> 0
	Govt/NGO's/Non-Govt	Peneline.
30	Soft skill courses offered by the department	Pending.
31	Life skill Programmes organized / offered by the	and the control of th
	department (Yoga, Health and Hygiene)	NIC.
32	Career Counseling Programmes/Competitive examination coaching	NIL.
33	Grievances and redressal file	
34	Student placement	not me.
35	Students progression to higher education	not proper. OW.
36	Number of students appearing for competitive and other	OW!
	examination	N.C.
37	Sports achievement( State, National and International)	NII
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 Swagam OK.
	Criterion – VI	
41	Correspondence - Principal/Secretary/Coe	olc.
42	PTA Register	penetire.
	Criterion – VII	•
43	Best Practices of the department	nending.
	1.10	

(Internal Auditor)

Dr.B.MANJULA



### PG Department of Bio-Chemistry

## List of Internal Auditing Files

Date: 30.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
1	Syllabus ( old & Revised), Bridge course file	1(a) yes 1(b) yes.
2	Workload, timetable, Subject allotment	yes.
3	Work diary, Academic Planner	ves.
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	Yels.
9	Faculty Profile	yees.
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	Yes.
	Criterion –II	
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 leaner( Students enrichment programmes)	pending - yes.
14	Attendance Register, Condonation file	pending - ves.
15	Faculty name list with qualification and experience	iyas.
16	Teaching Methodology of the department	Bunding.
17	ICT tools used	pending.
18	Mentor and Mentee file	Pendine
19	CO's, PO's, PSO's	hes.
20	Result analysis	pending
21	CIA- Mark register, Question paper, Internal marks(Register)	yes.
22	University result and nominal file, Internal marks file	yes.
	Criterion – III	

Research Supervisor file	NIC.
Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	NIL.
Research Publication and Awards	19-20-1 20-21 - NCC.
Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	ole.
Criterion – IV	
Stock Register- Department stock and Library	ves .
Students engagement in cultural and sports	yes.
Criterion – V	
Scholarship received by department students- Govt/NGO's/Non-Govt	yes.
Soft skill courses offered by the department	NIL
Life skill Programmes organized / offered by the	N.C.
Career Counseling Programmes/Competitive examination coaching	NIL.
Grievances and redressal file	yes.
Student placement	ves. yels.
Students progression to higher education	608.
Number of students appearing for competitive and other examination	NIC.
Sports achievement( State, National and International)	NII.
Students council - list of union Majlis year wise	Nived Cornection
Alumni list year wise	Dendine
FDP, Orientation, Refresher course, Short term course participated	Need Correction  pending  Pending- Yes.
Criterion – VI	
Correspondence - Principal/Secretary/Coe	yes.
PTA Register	NIL.
Criterion – VII	
Best Practices of the department	yes.
AND EXPLOYED MANUAL PROPERTY OF THE PROPERTY O	methodology, IPR, Entrepreneurship Research Publication and Awards Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC  Criterion — IV  Stock Register- Department stock and Library Students engagement in cultural and sports  Criterion — V  Scholarship received by department students- Govt/NGO's/Non-Govt  Soft skill courses offered by the department Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)  Career Counseling Programmes/Competitive examination coaching  Grievances and redressal file  Student placement  Students progression to higher education  Number of students appearing for competitive and other examination  Sports achievement( State, National and International)  Students council — list of union Majlis year wise  Alumni list year wise  FDP,Orientation,Refresher course, Short term course participated  Criterion — VI  Correspondence — Principal/Secretary/Coe  PTA Register  Criterion — VII

(Internal Auditor)

Dr.B.MANJULA



## **Department of Chemistry**

## **List of Internal Auditing Files**

Date: 28.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
1	Syllabus ( old & Revised), Bridge course file	Yes. 160 pendine
2	Workload, timetable, Subject allotment	Yes. 1(6) pending
3	Work diary, Academic Planner	ves.
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	NIC.
9	Faculty Profile	Vie And owner innered
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	NO.
	Criterion –II	
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 leaner( Students enrichment programmes)	pending
14	Attendance Register, Condonation file	ves
15	Faculty name list with qualification and experience	V.08 :
16	Teaching Methodology of the department	hipsending
17	ICT tools used	punding
18	Mentor and Mentee file	10 vols "
19	CO's, PO's, PSO's	F. (yes:
20	Result analysis	Dendine
21	CIA- Mark register, Question paper, Internal marks(Register)	aret in longuer:
22	University result and nominal file, Internal marks file	MONV HOW O
	Criterion – III	1
	Industrial Visit	yos.

23	Research Supervisor file	T
	research Supervisor the	
24	Seminar / Workshop organized Lai	ALL
	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	NIL
25	Research Publication and Awards	
26	Extension Activities- Aids, Gender issues, Swach Bharath,	NIC
	NSS, YRC	yes.
	Criterion – IV	
27	Stock Register- Department stock and Library	yes.
28	Students engagement in cultural and sports	ALL
	Criterion – V	
29	Scholarship received by department students-	NIL:
	Govt/NGO's/Non-Govt	yes.
30	Soft skill courses offered by the department	NIC
31	Life skill Programmes organized / offered by the	
	department (Yoga, Health and Hygiene)	MIL
32	Career Counseling Programmes/Competitive examination coaching	NIL
33	Grievances and redressal file	G a c f a l
34	Student placement	Insolavant
35	Students progression to higher education	Ves .
36	Number of students appearing for competitive and other	100
	examination	NIC.
37	Sports achievement( State, National and International)	NYC
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,
404	Criterion – VI	
41	Correspondence - Principal/Secretary/Coe	ves.
42	PTA Register	D. Dan dino
	Criterion – VII	Ferming
43	Best Practices of the department	yes.
	di	yes -

(Internal Auditor)

Dr.B.MANJULA



### Department of IDD

### List of Internal Auditing Files

Date: 29.10.2021

Sl. No	Name of the Files	Remarks
	Criterion – I	
1	Syllabus ( old & Revised), Bridge course file	(a) 428 · 1(b) Yels
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	yer.
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	yes.
	Criterion –II	
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 leaner( 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	plending.
17	ICT tools used	pending
18	Mentor and Mentee file	pending
19	CO's, PO's, PSO's	yes.
20	Result analysis	Incomplete - tes.
21	CIA- Mark register, Question paper, Internal	pending.
22	University result and nominal file, Internal marks file	yes.
	Criterion – III	

23	Research Supervisor file	
24	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship	pending-yes.
25	Research Publication and Awards	1 - 0
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	
	Criterion – IV	
27	Stock Register- Department stock and Library	
28	Students engagement in cultural and sports	
	Criterion – V	
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	nes
40	FDP,Orientation,Refresher course, Short term course participated	yes.
	Criterion – VI	
41	Correspondence - Principal/Secretary/Coe	yes.
42	PTA Register	Dending -yes.
	Criterion – VII	1.
43	Best Practices of the department	yes.

(Internal Auditor)

Dr.B.MANJULA



## PG and Research Department of Mathematics

### List of Internal Auditing Files

Date: 29.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
1	Syllabus ( old & Revised), Bridge course file	I (a) ves · 116) ves
2	Workload, timetable, Subject allotment	yes 813 5A/20-21-EU2 SA
3	Work diary, Academic Planner	ves
4	Student profile - Bio data	ves
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	ves
8	Certificate/Diploma courses organized / attended by the department	W- NIC
9	Faculty Profile	yes,
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	
	Criterion –II	
11	Total number of Students year wise & Category wise(General, OBC, SC & ST)	yes.
12	List of Students for Slow learner ( Remedial Coaching )	4081
13	List of Students for Advanced leaner( Students enrichment programmes)	Yes: Rearrangement - Yels:
14	Attendance Register, Condonation file	yes
15	Faculty name list with qualification and experience	yas.
16	Teaching Methodology of the department	Re corronnement - ses!
17	ICT tools used	Re corrongement - yes,
18	Mentor and Mentee file	yes
19	CO's, PO's, PSO's	ves
20	Result analysis	yes
21	CIA- Mark register, Question paper, Internal marks(Register)	yes.

22	University result and nominal file, Internal marks file	Ves '
	Criterion – III	
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	gesarrange -
	Criterion – IV	V
27	Stock Register- Department stock and Library	yer.
28	Students engagement in cultural and sports	Dending.
	Criterion – V	0
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 Lyes.
35	Students progression to higher education	yes. I
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.	Student Council Members - Alemni List	ipes:
'nO:	of no.	WILL doctor live
61.	Correspondence la principal,	, sec , coe - yes.
42.	PTA Register -	yes.
43.	Best practices.	yes.

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## Department of Zoology

## List of Internal Auditing Files

Date: 29.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	1(a) V 1(b) panding 10
	Syllabus (old & Revised), Bridge course file	
2	Workload, timetable, Subject allotment	yes.
3	Work diary, Academic Planner	yes.
4	G. 1 - t - mofile Rio data	yes
5	Board of Studies – Participation of Teachers in various	
,	1 1: /- ctivities	NIC.
6	CEultips for Question settings - UG/PG/M.Pml	
7	r: C Approved Evaluators with bholo copy of the order	NIC.
8	Certificate/Diploma courses organized / attended by the	NIL!
0	department	andin - ses.
9	F14: Profile	percent of the state of the state of
10	B interest / Field work/internship (Mou, Syllabus,	ver - shawn or men
10	Approval copy, students name list, minutes report)	1/2
	Criterion –II	D . 8.7
11	Total number of Students year wise & Category	pending the
11	· (Company) ORC SC & SI)	0
12	- co. 1 1- Con Closy Joanner ( Relifellal Coaching)	1 - 1 - 10 N.00
13	List of Students for Slow learner ( Remodel List of Students for Advanced leaner ( Students enrichment	pending - yes
13	programmes)	3108.
14	Auguster Condonation file	Pending - Other exp. Whols
15	Faculty name list with qualification and experience	Pengery
16	Teaching Methodology of the department	pending - yes
17	ICT tools used	
18	Mentor and Mentee file	Consideras .
19	CO's, PO's, PSO's	panding - yes.
20	Decult analysis	yes. 0
21	CIA- Mark register, Question paper, Internal	yes.
21	1 (Designary)	yes.
22	University result and nominal file, Internal marks file	963
44	Criterion – III	

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	NIC
	Criterion – IV	
27	Stock Register- Department stock and Library	Yes - NO Debt : Library
28	Students engagement in cultural and sports	Yes - No Dept Librar
	Criterion – V	
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)	NIC
32	Career Counseling Programmes/Competitive examination coaching	NIC.
33	Grievances and redressal file	NIL.
34	Student placement	
35	Students progression to higher education	NIL.
36	Number of students appearing for competitive and other examination	NIC.
37	Sports achievement( State, National and International)	NIL.
38	Students council – list of union Majlis year wise	NIL.
39	Alumni list year wise	
40	FDP,Orientation,Refresher course, Short term course participated	-
	Criterion – VI	
41	Correspondence - Principal/Secretary/Coe	pending -
42	PTA Register	
	Criterion – VII	
43	Best Practices of the department	panding .

(Internal Auditor)

Dr.B.MANJULA



## PG Department of NFSM&D

### List of Internal Auditing Files

Date: 30.10.2021

SI. No	Name of the Files	Remarks
	Criterion – I	
1	Syllabus ( old & Revised), Bridge course file	1(a) yes. 1(b) yes
2	Workload, timetable, Subject allotment	vas.
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	ves.
7	List of Approved Evaluators with photo copy of the order	yes.
8	Certificate/Diploma courses organized / attended by the department	Pending. yes. Pending-yes'
9	Faculty Profile	yes.
10	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)	pending - yes
	Criterion –II	
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 leaner( Students enrichment programmes)	pending
14	Attendance Register, Condonation file	Yes
15	Faculty name list with qualification and experience	ives.
16	Teaching Methodology of the department	pending.
17	ICT tools used	D.011 de'19
18	Mentor and Mentee file	Mentor mentee - pundir
19	CO's, PO's, PSO's	yels.
20	Result analysis	yes.
21	CIA- Mark register, Question paper, Internal marks(Register)	yes.
22	University result and nominal file, Internal marks file	yes.
	Criterion – III	

-		
23	Research Supervisor file	Not A
		7905
24	Seminar / Workshop organized relating to research	Doud's MON?
	methodology, IPR, Entrepreneurship	pending - 70.
25	Research Publication and Awards	yes.
26	Extension Activities- Aids, Gender issues, Swach Bharath, NSS, YRC	yes.  pending - yes.  yes.  pending.
	Criterion – IV	0
27	But and Stock and Stock of	yes.
28	Students engagement in cultural and sports	
	Criterion – V	•
29	Scholarship received by department students-	Dendine - yes.
	Govt/NGO's/Non-Govt	pending-yes.
30	Soft skill courses offered by the department	- NIC
31	Life skill Programmes organized / offered by the	- MC
	department ( Yoga, Health and Hygiene)	
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	pending-yes.
	examination	
37	Sports achievement( State, National and International)	-
38	Students council – list of union Majlis year wise	pending - 743
39	Alumni list year wise	pundire- yes
40	FDP, Orientation, Refresher course, Short term course	pending - 123 pending - 405  pending.
	participated	penaing.
	Criterion – VI	0
41	Correspondence - Principal/Secretary/Coe	yes.
42	PTA Register	Prending
	Criterion – VII	' 0
43	Best Practices of the department	pendène.
ACTOR/OF DES		

(Internal Auditor)

Dr.B.MANJULA