

2021 - 2022

# **ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**







**ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE,  
VANIYAMBADI**

**DEPARTMENT INTERNAL ACADEMIC AUDIT REPORT**

**2021-2022**

**Date :15/07/2022 TO 22/07/2022**

**I. Objectives**

The objectives of the department internal academic audit is to encourage the department to prepare and maintain the academic documents and analyse teaching-learning process for ensuring quality education.

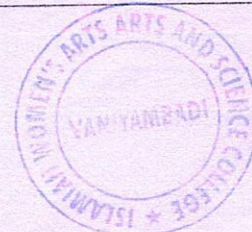
**II. Methodology**

As per the resolution of the Internal Academic Audit Committee, a meeting was held on 4<sup>th</sup> July 2022, it is resolved that

1. The list of files are to be given to the departments for preparation of files.
2. The department heads are to be instructed on maintaining their files in a uniform format.
3. As per schedule, all the departments should submit the required data on time during the physical verifications.

Further, the committee of the internal academic audit would be conducted by Dr. M. Eswari and Ms. L. Jagadeeswari shall be visiting all the departments and examine the records and documents from 15/07/2022 to 23/07/2022 as per the following schedule.

SL.NO	DATE OF AUDITING	NAME OF THE DEPARTMENT
1	15/07/2022	1. CHEMISTRY 2.ZOOLOGY 3.COMPUTER SCIENCE
2	16/07/2022	4. BIOCHEMISTRY 5. BUSINESS ADMINISTRATION 6.ENGLISH





3	18/07/2022	7.COMPUTER APPLICATION 8.COMMERCE COMPUTER APPLICATION 9.MATHEMATICS
4	19/07/2022	10.FOODS & NUTRITION 11.COMMERCE-GENERAL 12. INTERIOR DESIGN AND DECOR
5	20/07/2022	13.TAMIL 14.URDU 15.EXAM CELL
6	21/07/2022	16.LIBRARY 17.SPORTS 18.NSS , YRC & RRC
7.	22/07/2022	19.PLACEMENT CELL 20.UBA & SWACHH BHARAT 21.ENVIRO CLUB & MATH CLUB

### III- Observations

The members of each department and various clubs and committees submitted their department documents related to academic, co-curricular and extra-curricular activities to the audit team like work diary, lesson plan, CIA mark register, student profile, faculty profile, teaching methodology, ICT tools, extension activities, programs organized and attended, bridge course, remedial coaching for slow learners etc. The audit team verified and analyzed the strengths and weaknesses, based on the observations. The files are listed below.

#### LIST OF INTERNAL AUDITING FILES EXAMINE

S.NO	FILE NUMBER	NAME OF THE FILES	CRITERION
1	CIA	INTERNAL ACADEMIC AUDIT	<b>Criterion -I</b>
2	C1B	SYLLABUS ( OLD & REVISED), OPTED ELECTIVE	
3 4	C1C C1D	BRIDGE COURSE FILE WORKLOAD -( TIMETABLE (DEPARTMENT TIMETABLE, CLASS TT, LAB TT, INDIVIDUAL TT, SUBJECT ALLOTMENT, ACADEMIC CALENDAR)	



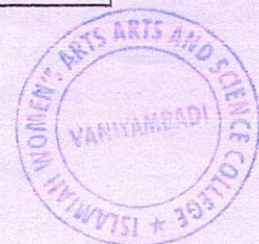


5	C1F	STAFF MOVEMENT REGISTER		
6	C1G	DEPARTMENT MONTHLY REPORT		
7	C1H	EXTERNAL FUNDED PROJECT		
8	C1I	INTERNAL RESOURCE FILE		
9	C1J	DEPARTMENT MEETING REGISTER		
10	C1K	RULES AND REGULATIONS - Code of Conduct for both staff and students		
11	C1L	BOARD OF STUDIES – PARTICIPATION OF TEACHERS IN VARIOUS BODIES/ACTIVITIES		
12	C1M	LEAVE LETTER FILE		
13	Staff Name	WORK DIARY, ACADEMIC PLANNER		
14	C1N	FACULTY PROFILE		
15	YEAR/SECTION	STUDENT PROFILE – BIO DATA		
16	C1O	List of Faculties for Question settings – UG/PG/M.Phil		
17	C1P	List of Approved Evaluators with photo copy of the order		
18	C1Q	Certificate/Diploma courses organized / attended by the department		
19	C1R	Project work/Field work/internship(Mou, Syllabus, Approval copy, students name list, minutes report)		
20	C1S	FEEDBACK BACK FROM STUDENTS - CURRICULUM DEVELOPMENT - (STUDENTS, PARENTS & ALUMNI)		
21	C1T	SKILL ASSISTANT DETAILS - Lab Assistants		
22	C1U	UNIVERSITY CORRESPONDENCE		
23	C1V	VALUE ADDED COURSE		
24	C2A	Total number of Students year wise & Category wise(General, OBC, SC & ST)		Criterion –II
25	C2B	List of Students for Slow learner ( Remedial Coaching )		
26	C2C	List of Students for Advanced learner( Students enrichment programmes)		
27	C2D	MINI-PROJECT		
28	C2E	Name List /Intake Details (No. of Approved seats / No. of students admitted with Date of Enrolment and Enrolment number) Discontinue list (Last date of attendance)		
29	C2F	Attendance Register, Condonation file, (Tutor Note - Optional)		





30	C2G	Faculty name list with qualification and experience		
31	C2H	Teaching Methodology of the department - ICT tools used		
32	C2I	Mentor and Mentee file		
33	C2J	CO's, PO's, PSO's		
34	C2K	Result File & Result Analysis		
35	C2L	Question paper -CIA & University		
36	C2M	CIA- Mark register, Internal marks Register &University Attendance		
37	C2O	SYLLABUS COMPLETION STATUS		
38	C2P	LAB TIME TABLE		
39	C2Q	LAB MANUAL		
40	C2R	LAB REQUIREMENTS & BREAKAGE		
41	C2S	LIST OF EXPERIMENTS / ACTIVITIES		
42	C2T	University Nominal & Fee Structure		
43	C2U	Research Supervisor file		
44	C2V	LIST OF Ph. D. PURSUING/AWARDED		
45	C2W	AWARDS – FACULTIES		
46	C3A	Seminar / Workshop organized relating to research methodology, IPR, Entrepreneurship		<b>CRITERION III</b>
47	C3B	Research Publication and Awards		
48	C3C	LIST OF PAPERS & PATENTS PUBLISHED		
49	C3D	LIST OF BOOKS/ CHAPTERS PUBLISHED WITH ISBN		
50	C3E	LIST OF M. Phil. PURSUING/AWARDED		
51	C3F	PROFESSIONAL DEVELOPMENT PROGRAMS ATTENDED BY STAFF		
52	C3G	Extension Activities- AIDS, Gender issues, Swach Bharath, NSS, YRC		
53	C3H	Stock Register- Department stock and Library		
54	C3I	Students engagement in cultural and sports		
55	C4A	BOOK DETAILS (Department wise - Central Library)	<b>Criterion IV</b>	





56	C4B	AWARDS – STUDENTS	Criterion – V	
57	C4C	LIST OF PROMINENT ALUMNI		
58	C4D	Scholarship received by department students- Govt/NGO's/Non-Govt		
59	C4E	Soft skill courses offered by the department		
60	C5A	Life skill Programmes organized / offered by the department ( Yoga, Health and Hygiene)		
61	C5B	Career Counseling Programmes/Competitive examination coaching		
62	C5C	Grievances and redressal file		
63	C5D	Student placement		
64	C5E	Students progression to higher education		
65	C5F	Number of students appearing for competitive and other examination		
66	C5G	Sports achievement( State, National and International)		
67	C5H	Students council – list of union Majlis year wise		
68	C5I	Alumni list year wise		
69	C5J	FDP, Orientation, Refresher course, Short term course participated		
70	C5H	Correspondence – Principal/Secretary/COE		
71	C5I	COMMUNICATION- IQAC		
72	C5K	COMMUNICATION- COE		
73	C6A	INTERNAL CIRCULAR		Criterion – VI
74	C6B	DEPARTMENT CIRCULAR		
75	C6C	DEPARTMENT ASSOCIATION FILE		
76	C6D	PTA Register		
77	C6E	Best Practices of the department	Criterion – VII	
78	C6F	MEMORANDUM OF UNDERSTANDING- ACADEMIC AND RESEARCH		

(a). Strength of the department s:





- ✓ Most of the departments prepared and submitted all the documents on time
- ✓ All the departments followed good filing system
- ✓ The co-operation of all the departments was excellent.

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

- ✓ The following files are not maintained properly in the departments.
  - PTA file
  - Grievance file
  - Prominent Alumni
  - Student council/Majilis list or their role in the institution
  - Research publications

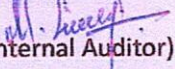
**(c ).Recommendations:**

The overall academic activities of the departments are good. It may be recommended that all the departments/committees/cells should emphasise on

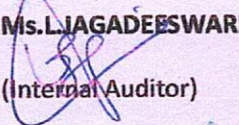
- ✓ career guidance programmes and competitive exam coaching classes
- ✓ List of experiments and lab schedule need to be displayed in the lab
- ✓ University practical exam file need to be maintained separately
- ✓ MOUs with activity – Dormant MOUs need to be made functional
- ✓ Select departmental best practices need to be institutionalised.
- ✓ FDP/SDP/Orientation programme
- ✓ Paper publications
- ✓ Funded projects like SAP, DST & FIST
- ✓ Extension/out reach programme
- ✓ Gender sensitization / Women empowerment /Self defence / Yoga

**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 78 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 to work on innovative teaching-learning methods to improve the outcome.

**Dr.M.ESWARI**  
  
 (Internal Auditor)



**Ms.L.JAGADEESWARI**  
  
 (Internal Auditor)

