



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
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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
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 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
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 :

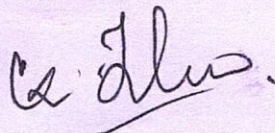
I extend my sincere thanks to the management, Secretary and correspondent, Academic Advisor and Principal for the opportunity to act as Internal Auditors for the period of two years 2018-2019 and 2019 -2020. According to the Instruction, information & explanations given to us, we examined the documents,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

4. Recommendations

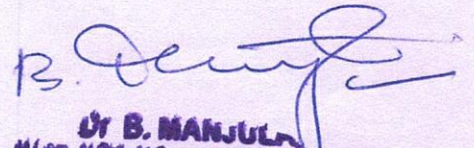
On the Recommendation of Internal Audit of 2019-2020, to offer value added Course to all the department including home department.

Action Taken

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



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