INTERNAL AUDITING OF THE DEPARTMENTS & COMMITTEES OF THE COLLEGE 2022-2023

DATE: 18.11.2023 TO 20.11.2023

I. Objectives

The objectives of the internal academic audit are to encourage the departments and committees to prepare and maintain the academic documents and analyse teaching-learning and co-curricular processes for ensuring quality education.

II. Methodology

As per the resolution of the Internal Academic Audit Committee, a meeting was held on 20th July 2023, it is resolved that

1. The file list for inspection would be communicated prior to the audit.

2. The existing format shall remain unchanged while those in which changes have been effected shall be communicated to the Heads of the Departments and the Coordinators of the support committees.

3. The schedule for the physical verifications of the documents is to be strictly adhered to, and the Heads and Coordinators are expected to submit all the requisite data for verification on time.

Auditors:

1. Ms. G. Shobarani
   Assistant Professor & Head, Department of Artificial Intelligence
2. Dr. L. Jagadeeswari
   Assistant Professor & Head, PG Department of Mathematics
3. Ms. Nagasudha
   Assistant Professor & Head, PG Department of Interior Design & Décor
4. Ms. Sathyaneela
   Assistant Professor, PG & Research of Commerce

The Internal Auditing of all the Departments, clubs and committees was held on 18.11.23 and 20.11.23 from 9.00 a.m. - 3.00 p.m. The visit schedule is as follows –

DATE	DEPARTMENT	AUDITING TEAM
18.11.23	1. Chemistry 2. Urdu 3. Computer Science 4. Commerce General 5. Committees – NSS, NCC, Training and Placement Cell, & Sports	Dr. L. JAGADEESWARI HOD, PG & Research Department of Mathematics
20.11.23	6. Mathematics 7. Zoology 8. Computer Application 9. Commerce – CA 10. Committees – IQAC, Admission & Admin., Scholarship, YRC, RRC, Library	Ms. NAGASUDHA HOD of Interior Design & Decor
18.11.23	11. Food & Nutrition 12. Tamil 13. English 14. Interior Design & Décor 15. Committees – ED Cell, PTA, Anti-Ragging, Consumer Club, Exam Cell	Ms. SHOBARANI G HOD, Department of Artificial Intelligence
20.11.23	16. Biochemistry 17. Business Administration 18. Artificial Intelligence 19. Data Science 20. Committees – MOOC Office, Website, Special Services, Alumni, UBA, SBA, Enviro Club	Ms. SATHYANEELA Assistant Professor, PG & Research Department of Commerce

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 dairy, 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 as listed below.

LIST OF INTERNAL AUDITING FILES EXAMINED

S.NO	FILE NUMBER	NAME OF THE FILES	CRITERION
1	CIA	INTERNAL ACADEMIC AUDIT	Criterion –I
2	C1B	SYLLABUS (OLD & REVISED), OPTED ELECTIVE	
3	C1C	BRIDGE COURSE FILE	
4	C1D	WORKLOAD -(TIMETABLE (DEPARTMENT TIMETABLE, CLASS TT, LAB TT, INDIVIDUAL TT, SUBJECT ALLOTMENT, ACADEMIC CALENDAR)	
5	C1E	STAFF MOVEMENT REGISTER	
6	C1F	DEPARTMENT MONTHLY REPORT	
7	C1G	EXTERNAL FUNDED PROJECT	
8	C17	DEPARTMENT MEETING REGISTER	
9	C1I	RULES AND REGULATIONS - CODE OF CONDUCT FOR BOTH STAFF AND STUDENTS	
10	C1J	BOARD OF STUDIES – PARTICIPATION OF TEACHERS IN VARIOUS BODIES/ACTIVITIES	
11	C1K	LEAVE LETTER FILE	
12	Staff Name	WORK DIARY, ACADEMIC PLANNER	
13	C1L	FACULTY PROFILE AND FACULTY NAME LIST WITH QUALIFICATION AND EXPERIENCE (SEPARATE LIST FOR EACH YEAR)	
14	YEAR/ SECTION	STUDENT PROFILE – BIO DATA	
15	C1M	LIST OF FACULTY FOR QUESTION PAPER SETTING– UG/PG/M.PHIL	
16	C1N	LIST OF APPROVED EVALUATORS WITH PHOTOCOPY OF THE ORDER	
17	C1O	CERTIFICATE/DIPLOMA COURSES ORGANIZED / ATTENDED BY THE DEPARTMENT	
18	C1P	PROJECT WORK/FIELD WORK/INTERNSHIP (SYLLABUS, APPROVAL COPY, STUDENTS NAME LIST, MINUTES	

		REPORT)	
19	C1Q	FEEDBACK BACK FROM STUDENTS - CURRICULUM DEVELOPMENT - (STUDENTS, PARENTS & ALUMNI)	
20	C1S	UNIVERSITY CORRESPONDENCE	
21	C1T	VALUE ADDED COURSE	
22	C2A	LIST OF STUDENTS FOR SLOW LEARNER (REMEDIAL COACHING)	Criterion –II
23	C2B	LIST OF STUDENTS FOR ADVANCED LEANER(STUDENTS ENRICHMENT PROGRAMMES)	
24	C2C	MINI-PROJECT	
25	C2D	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) /TOTAL NUMBER OF STUDENTS YEAR WISE & CATEGORY WISE(GENERAL, OBC, SC & ST)	
26	C2E	ATTENDANCE REGISTER, CONDONATION FILE, (TUTOR NOTE - OPTIONAL)	
27	C2F	TEACHING METHODOLOGY OF THE DEPARTMENT - ICT TOOLS USED	
28	C2G	MENTOR AND MENTEE FILE	
29	C2H	CO'S, PO'S, PSO'S	
30	C2I	RESULT FILE & RESULT ANALYSIS	
31	C2J	QUESTION PAPER -CIA & UNIVERSITY	
32	C2K	CIA- MARK REGISTER (INTERNAL MARKS & UNIVERSITY ATTENDANCE)	
33	C2L	SYLLABUS COMPLETION STATUS	
34	C2M	LAB - TIME TABLE/ MANUAL/ REQUIREMENTS & BREAKAGE	
35	C2N	LIST OF EXPERIMENTS / ACTIVITIES	
36	C2O	UNIVERSITY NOMINAL & FEE STRUCTURE	
37	C2P	RESEARCH SUPERVISOR FILE	
38	C2Q	LIST OF PH. D. PURSUING/AWARDED	

39	C2R	AWARDS - FACULTY & STUDENTS (SPECIAL)	
40	C3A	SEMINAR / WORKSHOP ORGANIZED RELATED TO RESEARCH METHODOLOGY, IPR, ENTREPRENEURSHIP	CRITERION III
41	C3B	RESEARCH PUBLICATION AND AWARDS	
42	C3C	LIST OF PAPERS & PATENTS PUBLISHED	
43	C3D	LIST OF BOOKS/ CHAPTERS PUBLISHED WITH ISBN	
44	C3E	LIST OF M. PHIL. PURSUING/AWARDED	
45	C3F	EXTENSION ACTIVITIES- AIDS, GENDER ISSUES, SWACH BHARATH, NSS, YRC, ENVIRO, NCC, RRC, UBA (STUDENTS & STAFF INVOLVEMENT)	
46	C4A	STOCK REGISTER	Criterion IV
47	C4B	STUDENTS' ENGAGEMENT IN CULTURAL AND SPORTS (INTERCOLLEGIATE, INTERDEPARTMENTAL, ETC.,)	
48	C4C	BOOK DETAILS (DEPARTMENT WISE - CENTRAL LIBRARY & DEPARTMENT LIBRARY)	
49	C5A	AWARDS - STUDENTS	Criterion – V
50	C5B	SCHOLARSHIP RECEIVED BY DEPARTMENT STUDENTS- GOVT/NGO'S/NON-GOVT	
51	C5C	SOFT SKILL COURSES OFFERED BY THE DEPARTMENT	
52	C5D	LIFE SKILL PROGRAMMES ORGANIZED / OFFERED BY THE DEPARTMENT (YOGA, HEALTH AND HYGIENE)	
53	C5E	CAREER COUNSELING PROGRAMMES/COMPETITIVE EXAMINATION COACHING	
54	C5F	GRIEVANCES AND REDRESSAL FILE	
55	C5G	STUDENT PLACEMENT	
56	C5H	STUDENTS PROGRESSION TO HIGHER EDUCATION	
57	C5I	NUMBER OF STUDENTS APPEARING FOR COMPETITIVE AND OTHER EXAMINATION	
58	C5J	SPORTS ACHIEVEMENT(UNIVERSITY, STATE, NATIONAL AND INTERNATIONAL)	
59	C5K	STUDENTS COUNCIL – LIST OF UNION MAJLIS YEAR WISE	
60	C5L	ALUMNI LIST YEAR WISE & LIST OF PROMINENT	

		ALUMNI	
61	C6A	FDP,ORIENTATION,REFRESHER COURSE, SHORT TERM COURSE PARTICIPATED & PROFESSIONAL DEVELOPMENT PROGRAMS ATTENDED	Criterion – VI
62	C6B	DEPARTMENT CIRCULAR	
63	C6C	DEPARTMENT ASSOCIATION FILE - PROGRAMS ORGANIZED BY THE DEPARTMENT	
64	C6D	PTA REGISTER	
65	C7E	BEST PRACTICES OF THE DEPARTMENT	Criterion – VII
66	C7F	MEMORANDUM OF UNDERSTANDING- ACADEMIC AND RESEARCH	

Departmental Observations:

Date: 18.11.2023

Department of Nutrition Food Service Management and Dietetics

1. Bridge course report needs to be maintained in the new format.
2. Monthly reports require more frequent updation.
3. Meeting registers should be updated with Action Taken reports at a later date
4. Files pertaining to the use of ICT tools may include more components instead of focusing exclusively on PPT classes and Cloud based notes.
5. Reports of Events/seminars conducted by the departments must include concrete data with exact figures.

Department of Tamil

1. All the Department Library books should be displayed in the bureau for easy access.
2. Book Issue Register has to be maintained and followed up meticulously.

Department of Interior Design and Decor:

1. Project – Certificate page to be modified before the next University Semester exams.

Department of English

1. Syllabus completion report 2022-2023 needs to have been updated post-completion.
2. All the reports should be signed by both the Coordinator of the event and the Head of the Department.

Date: 20.11.2023

Department of Biochemistry

1. Individual and Lab timetables need to be better maintained.
2. Advanced learners file is to be constantly updated.
3. Mentor-Mentee details are to be updated after every check-in.
4. Parents-Teacher Register needs to be updated with Parents' feedback if not immediately, then at a later date, if the parents were unable to attend the meeting for some reason.

Department of Business Administration

1. Bridge course file should be signed by both HOD and Principal.
2. Department monthly report file needs to be updated monthly.
3. The student profile should be signed by the student herself.
4. Update Alumni contact details frequently.
5. Scholarship file : List should be authenticated

Department of Artificial Intelligence

1. Department meeting register needs better maintenance.
2. Best Practices should be identified and measures taken to initiate some.
3. MOU not done

Department of Data Science

1. Feedback analysis needs to be designed on cumulative assessment of the feedback collected from all the stakeholders.
2. Students' Sports achievements file needs to be updated.
3. Best Practices not identified
4. MOU not done

Date: 18.11.2023

Department of Chemistry

1. Stock register needs to be updated.
2. Book Details needs to be updated.
3. Workload was not maintained in correct format.
4. Grievance file should contain the steps involved in resolving the complaints received.
5. MOU details not maintained.

Department of Urdu

1. Result Analysis not maintained in current format.
2. Work Diary & Academic Planner needs better maintenance.
3. Best practices need to be identified and actively pursued.

Department of Computer Science:

1. Lab Time table & experiment file requires better maintenance.
2. Result file has to be rearranged.

PG & Research Department of Commerce

1. Workload file has to be rearranged.
2. Extension activities file needs to be updated.

Date: 20.11.2023

Department of Commerce - Computer Application

1. Program attended by faculty – details need to be updated.
2. Enrollment data file needs to be updated with the drop-outs and Long absentees lists.

Department of Mathematics.

1. Feedback file needs better maintenance.
2. Result file has to be rearranged.
3. Cultural & Sports file has to be rearranged.

Department of Computer Application

1. Lab Time table and Experiment data should be constantly updated.
2. Sports Achievement file needs better maintenance.
3. Project work file not maintained properly.
4. Higher Education and Placement file requires constant updation.

Department of Zoology

1. Higher Education and Placement files need to be updated.

Department of Physical Education:

1. Certificates required to be more stringently maintained.
2. Additional Faculty/Coach for individual sports & games would be preferable.

Clubs and Committees:

1. Internal Quality Assurance Cell
2. Department of Library & Information Science
3. Admission Section
4. Staff Administration & TC Section
5. Examination Cell
6. Scholarship Cell
7. Parents-Teachers' Association
8. Alumni Association
9. Training & Placement Cell

10. Anti-ragging and Grievance Redressal Cell
11. National Service Scheme
12. National Cadet Corps
13. Youth Red Cross
14. Red Ribbon Club
15. Swachh Bharat Abhiyan
16. Unnat Bharat Abhiyan
17. Enviro Club
18. NPTEL & MOOC Office
19. Website Maintenance
20. Special Services Committee

Strengths and Weaknesses of the Departments and Committees

(a) Strengths of the departments:

- ✓ Most of the departments had all their activities aligned with the institutional and departmental vision and mission, with very few discrepancies in their execution.
- ✓ The filing system of almost all the departments was quite satisfactory.
- ✓ Anomalies found were immediately remedied.

(b) Weakness of the departments:

The following areas may require further improvement -

- ✓ Financial records and budgeting documents need more clarity in some of the departments
- ✓ Event planning and execution files need to be more detailed with initial roles and responsibilities properly delineated.
- ✓ Staff training and development records need to be constantly updated
- ✓ Infrastructure and equipment maintenance logs should include dates and particularly maintenance personnel involved in the repairs etc.
- ✓ Alumni engagement and outreach records can be documented with stronger evidence.
- ✓ Health and safety protocols and incident reports should be recorded along with the remedial measures introduced, if any.
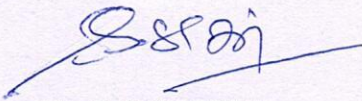
(c) Recommendations:

The overall academic activities of the departments and committees are satisfactory and in some cases highly satisfactory. It may be recommended that all the departments/committees/cells should emphasise on

- ✓ Career guidance programmes and competitive exam coaching classes though in place should be further streamlined.
- ✓ List of experiments and lab schedule need to be displayed in all the laboratories.
- ✓ University practical exam file need to be maintained separately

- ✓ All MOUs were functional but new MOUs with current industry -relevant areas can be pursued.
- ✓ Select departmental best practices need to be institutionalised.
- ✓ Need-based FDP/SDP/Orientation programmes should be conducted with focus on quality.
- ✓ Paper publications in quality journals ought to be prioritized.
- ✓ Funded projects like SAP, DST & FIST should be applied for.
- ✓ Extension/outreach programmes can be more diversified.
- ✓ Gender sensitization / Women empowerment /Self defence / Yoga programmes need to be a continuous process.

VI. Conclusions:

This internal academic audit aimed to scrutinize all documents and assess the academic performance of various college departments, clubs, and committees across 66 parameters. The primary goal of this audit was to raise awareness among faculty members regarding the importance of maintaining effective filing and documentation systems for future reference. Additionally, it will motivate the exploration of innovative teaching and learning methods to enhance overall outcomes.
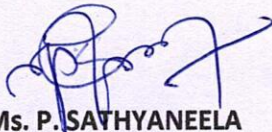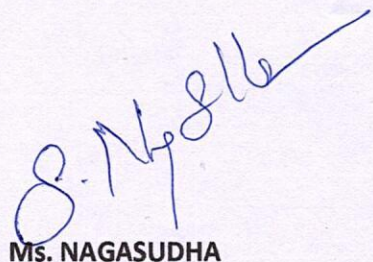
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