



## **ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE**

Permanently Affiliated to Thiruvalluvar University  
Recognized by UGC under sections 2(f) and 12(B) of the UGC Act 1956

Accredited with "B" Grade by NAAC

Approved by the Government of Tamil Nadu

Phone:04174-235266 Email: principalwcc@gmail.com

www.islamiahwomensartsandsciencecollege.com

### **INTERNAL AUDITING OF THE DEPARTMENTS & COMMITTEES OF THE COLLEGE**

**2023-2024**

31.07.2024 to 08.08.2024

#### **I.Objectives**

The objectives of the internal academic audit are to encourage departments and committees to prepare and maintain academic documents, as well as to analyze teaching-learning and co-curricular processes to ensure quality education.

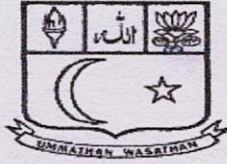
#### **II.Methodology**

In accordance with the resolution of the Internal Academic Audit Committee, a meeting was held on July 12, 2023, during which it was resolved that:

1. The list of files for inspection will be communicated prior to the audit.
2. A few new files will be added, the formats of some existing files will be modified, and the formats of other files will remain unchanged. Any changes made will be communicated to the Heads of Departments and the Coordinators of support committees.
3. The schedule for the physical verification of documents must be strictly followed, and Heads and Coordinators are expected to submit all requisite data for verification in a timely manner.

#### **Auditors:**

1. Dr. G. Shobarani  
IQAC Coordinator and Head, Department of Artificial Intelligence
2. Dr. A. Liyakath Ali  
Advisor

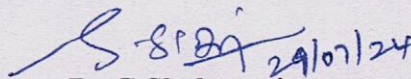


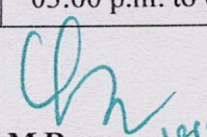
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### INTERNAL QUALITY ASSURANCE CELL AUDITING SCHEDULE

S.No	Date	Department	Time
01	31.07.2024	PG Department of Interior Design & Decor	12.30 p.m. to 02.30 p.m.
		PG Department of Maths	03.00 p.m. to 05.00 p.m.
02	01.08.2024	Department of Artificial Intelligence	12.30 p.m. to 02.00 p.m.
03	02.08.2024	PG and Research Department of English	12.30 p.m. to 02.00 p.m.
04	05.08.2024	Department of Business Administration	11:00 a.m. to 12:00 p.m.
		PG Department of Biochemistry	12:00 p.m. to 01:00 p.m.
		Department of Zoology	02:00 p.m. to 03:00 p.m.
		PG & Research Department of Commerce	03:00 p.m. to 04:00 p.m.
		Department of Commerce (CA)	04:00 p.m. to 05:00 p.m.
05	06.08.2024	Department of BCA	11:00 a.m. to 12:00 p.m.
		PG Department of Computer Science	12:00 p.m. to 01:00 p.m.
06	07.08.2024	PG Department of Nutrition	11:00 a.m. to 12:00 p.m.
		Department of Chemistry	12:00 p.m. to 01:00 p.m.
		Department of Urdu	02:00 p.m. to 03:00 p.m.
07	08.08.2024	Department of Data Science	11:00 a.m. to 12:00 p.m.
		Department of Tamil	12:00 p.m. to 01:00 p.m.
		Department of Biotechnology	02:00 p.m. to 03:00 p.m.
		Department of Maths with CA	03:00 p.m. to 04:00 p.m.

  
Dr.G.Shobarani  
IQAC Coordinator

  
Dr.M.Renu  
Principal



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### Files to be maintained by department

#### Criteria 1

S.No	File Number	File Name
1	C1A	Syllabus File (Regulation 2017-18, 2020-21,2022-23,2023-24)
2	C1B	Academic Calendar
3	C1C	Code of Conduct for Staff and Students
4	C1D	University Rank Holders List
5	C1E	Workload, department time table, individual time table, lab time table, subject allotment
6	C1F	Work Diary and Academic Planner
7	C1G	List of Exercises and Lab Manual
8	C1H	Lab Requirements and Breakage Details
9	C1I	Field Visit / Industrial Visit/ Mini Project/Internship (Syllabus, Namelist, Documentation)
10	C1J	Certificate / Value Added/ Add-on Course Details – organized and attended by the department
11	C1K	Details of students completed NPTEL/SWAYAM/MOOC Course details with certificate as proof
12	C1L	Students Feedback
13	C1M	Teachers Feedback
14	C1N	Alumni Feedback
15	C1O	Magazine
16	C1P	Bridge Course File
17	C1Q	Department Monthly Report and Annual Report
18	C1R	Department Meeting Register
19	C1S	Details of Member in academic council/Board of Studies

20	C1T	Question Paper Setting in Affiliated University/Autonomous Colleges/Other University
21	C1U	External Examiner in Affiliated University/Autonomous Colleges/Other University
22	C1V	Paper Valuation in Affiliated University/Autonomous Colleges/Other University
23	C1W	Department and Lab Stock Register
24	C1X	Programs organized by department (Seminar / Conference/Workshop etc)
25	C1Y	Movement Register
26	C1Z	Department Circular

### Criteria 2

S.No	File Number	File Name
1	C2A	Remedial class file for slow learners
2	C2B	Advance learners
3	C2C	Student Sanctioned, Enrolled, student enrolment number with proof and Discontinued / Long Absent List
4	C2D	Yearwise Faculty Profile (Complete details like qualification, experience, publications etc)
5	C2E	Student Profile (Biodata)
6	C2F	Category wise student details (SC, ST,OBCetc)
7	C2G	ICT Tools used details
8	C2H	Internal Marks with students signature
9	C2I	POs, PSOs and COs (Regulation 2017-18, 2020-21,2022-23,2023-24)
10	C2J	Attainment of POs and COs(Regulation 2017-18, 2020-21,2022-23,2023-24)
11	C2K	Attendance Register
12	C2L	Leave letter file
13	C2M	Condonation File
14	C2N	Result Gally

15	C2O	Result Analysis
16	C2P	Question Paper File-CIA
17	C2Q	Question Paper File-University
18	C2R	Question Bank
19	C2S	Syllabus Completion Report
20	C2T	Faculty List with Ph.D/SET/SLET/NET
21	C2U	Mentor Mentee Register
22	C2V	University Correspondence
23	C2W	CIA Mark Register
24	C2X	Nominal File/Fee paid file for examination
<b>25</b>	<b>C2Y</b>	<b>Students participants in other college activities</b>

### Criteria 3

S.No	File Number	File Name
1	C3A	Number of Seminars/Workshops/Conferences organized by department based on Research, IPR, Entrepreneurship
2	C3B	Research Article Publication Details in UGC Carelist& Patent received
3	C3C	Book/Chapters with ISBN Numbers, Paper Publication Details published in national/ international conference proceedings
4	C3D	a. Awards received by department faculty b. Awards received by department students
5	C3E	a. Extension and outreach programs carried by department b. Details of students participated in extension and outreach programs carried out by support services (NSS, YRC, NCC etc)
6	C3F	Number of MOUs/Linkages with Institutions/Industries and activities
7	C3G	Research guides with list of students registered/pursuing
8	C3H	Funded Project Details

#### Criteria 4

S.No	File Number	File Name
1	C4A	Department Library Details
2	C4B	List of magazines, books and journals purchased for the department by the library

#### Criteria 5

S.No	File Number	File Name
1	C5A	List of students benefitted by Scholarships (Government/Non-Government/NGOs)
2	C5B	Soft Skill related programs organized by the department
3	C5C	List of students appeared/cleared competitive examination with proof
4	C5D	List of Students Placed with placement order
5	C5E	List of Students progression to higher studies with proof
6	C5F	List of Students participated in sports/culturals – institution level/state level/university level etc
7	C5G	List of Students received awards in sports/culturals – institution level/state level/university level etc
8	C5H	Alumni list yearwise with contact details and list of Prominent Alumni, Alumni contribution to the department.
9	C5I	Grievances Register
10	C5J	Student Council – List of Union Majlis

### Criteria 6

<b>S.No</b>	<b>File Number</b>	<b>File Name</b>
1	C6A	FDP, Orientation, Refresher course, Short term course participated and Professional development program attended(Faculty Achievement File)
2	C6B	Internal Audit File
3	C6C	List of staff given financial support to attend conference, workshop, Publications etc
4	C6D	PTA Register

### Criteria 7

<b>S.No</b>	<b>File Number</b>	<b>File Name</b>
1	C7A	Waste management in department (only for science departments)
2	C7B	Best Practices followed in department

### **III – Observations**

Members of each department, along with various clubs and committees, submitted documentation related to academic, co-curricular, and extra-curricular activities for review by the audit team. This documentation included work diaries, lesson plans, Continuous Internal Assessment (CIA) mark registers, student profiles, faculty profiles, teaching methodologies, ICT tools, extension activities, and records of programs organized and attended, as well as bridge courses and remedial coaching for slow learners. The audit team conducted a comprehensive verification and analysis of these submissions, identifying strengths and weaknesses based on their observations.

#### **Departmental Observations:**

##### **PG Department of Foods and Nutrition**

1. All departmental files require revision and reorganization.
2. Event and seminar reports from the departments must present solid data, including precise figures.
3. Training sessions on the effective use of ICT tools should be organized to enhance staff proficiency.
4. An annual review of the reporting process is recommended to identify areas for improvement.

##### **Department of Tamil**

1. Departments should ensure that journals and magazines relevant to their field are consistently maintained and accessible.
2. All books in the Department Library should be prominently displayed in the bureau for convenient access.
3. It is essential to diligently maintain and regularly follow up on the Book Issue Register.



### **Department of English**

1. All departmental files require revision and reorganization.
2. The stock register should be updated regularly.
3. Attendance records must be maintained accurately.
4. The work diary and academic planner should be brought up to date.

### **PG Department of Biochemistry**

1. Missing coordinator and authentication signatures need to be added to relevant documents.
2. Extension and outreach program files require updating.
3. The advanced learners' file should be regularly updated.
4. Mentor-mentee details must be updated after each interaction.
5. The parent-teacher register should include parents' feedback, even if obtained at a later date.

### **Department of Business Administration**

1. An index must be included in all files.
2. Alumni files require data updates.
3. The scholarship file needs to be updated.
4. Missing coordinator and authentication signatures in files should be reviewed and rectified.

### **Department of Artificial Intelligence**

1. Best practices should be identified, and steps should be taken to implement them.
2. The scholarship file requires an index, along with a name list.

### **Department of Data Science**

1. The timetable should be included in the question paper file.
2. Best practices should be identified, and steps should be taken for their implementation.
3. The parent-teacher meeting (PTM) register needs to be updated accurately.

### **Department of Chemistry**

1. Higher education and placement files require updating.
2. Details of programs attended by faculty need to be updated.

3. The lab timetable and experiment data should be regularly updated.
4. All files need to be properly aligned for better organization.

#### **Department of Urdu**

1. Best practices should be identified and actively implemented.
2. Mark register must be properly maintained.

#### **PG Department of Computer Science**

1. Remedial data for all classes needs to be reviewed and revised.
2. Best practices should be identified and implemented.
3. Sports and cultural file has not been completed.
4. CIA and university question paper files must be maintained properly.
5. Stock Register needs to be maintained properly.

#### **PG and Research Department of Commerce**

1. Files related to research degrees need to be updated appropriately.
2. The enrollment data file must be updated to include lists of dropouts and long absentees.

#### **Department of Commerce – Computer Applications**

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

#### **PG and Research Department of Mathematics**

1. All files require proper alignment.
2. The contents file for programs organized by the department needs to be filed appropriately.
3. The question bank file requires further development.
4. The scholarship file requires an index, along with a name list.
5. The usage of ICT tools files needs to be properly updated and maintained.

### **Department of Computer Applications**

1. The sports and cultural file needs to be maintained.
2. Scanned copies in the programs organized by the department file should be replaced with original documents.
3. The lab manual must be properly maintained.

### **PG Department of Interior Design and Decor**

1. Work diary and academic planner require proper maintenance.
2. Extension activities file needs to be updated.

### **Department of Physical Education**

1. All documentation related to events must be properly maintained.

### **Clubs and Committees:**

1. Red Ribbon Club
2. Youth Red Cross
3. NCC
4. National Service Scheme
5. Swachh Bharat Abhiyan
6. Unnat Bharat Abhiyan
7. Environ Club
8. Women Empowerment Cell
9. Internal Compliance Cell
10. Anti-Ragging Committee
11. Anti-Drug Cell
12. Electoral Literacy Club
13. Training & Placement Cell
14. Students Grievance Redressal Cell
15. Bureau Of Islamic Studies
16. Transport
- 17 Student Council Committee - Union Majlis

18. Fine Arts
19. Entrepreneurship Development / Incubation Centre
20. Consumer Club
21. Legal Awareness Cell
22. Research Committee
23. Culturals Committee
24. Sports
25. Alumni
26. PTA
- 27 ICT -Information and Communication Technology
28. Library
- 29 AISHE
30. NIRF
- 31 Young Innovator Cell
32. College Development Council
33. Literary Club
34. Admission Committee
35. Community Service Cell
36. Counselling Committee

### **Strengths and Weaknesses of the Departments and Committees**

#### **Strengths of the Departments:**

- ✓ Most departments effectively align their activities with institutional goals, demonstrating a strong commitment to their mission statements.
- ✓ The filing systems across various departments are generally organized, ensuring easy access to important documents.
- ✓ Prompt action is taken to address any identified discrepancies or anomalies.

### **Weaknesses of the Departments:**

- ✓ Some departments need to enhance clarity in their financial records and budgeting documentation.
- ✓ Event planning and execution files should include more comprehensive details regarding roles and responsibilities.
- ✓ Staff training and development records need to be regularly updated to reflect ongoing professional growth.
- ✓ Infrastructure and equipment maintenance logs should specify dates and the personnel responsible for repairs.
- ✓ Documentation of alumni engagement and outreach initiatives requires more substantial evidence.
- ✓ Health and safety protocols, along with incident reports, should be meticulously recorded, including any remedial actions taken.

### **Recommendations**

Overall, the academic activities of the departments and committees are satisfactory, with several areas showing excellent performance. It is recommended that all departments, committees, and cells focus on:

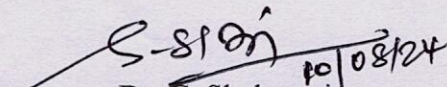
- ✓ Streamlining career guidance programs and coaching classes for competitive exams.
- ✓ Ensuring that a list of experiments and laboratory schedules is prominently displayed in all labs.
- ✓ Maintaining a separate file for university practical exams to enhance organization.
- ✓ Pursuing new MOUs with industries that align with current trends and needs.
- ✓ Institutionalizing select departmental best practices to foster a culture of excellence.
- ✓ Conducting need-based Faculty Development Programs (FDP), Staff Development Programs (SDP), and orientation sessions focused on quality improvement.
- ✓ Prioritizing publication in high-quality academic journals.
- ✓ Applying for funded projects from agencies like SAP, DST, and FIST.

✓ Diversifying extension and outreach programs to address a broader range of community needs.

✓ Continuously offering gender sensitization, women empowerment, self-defense, and yoga programs.

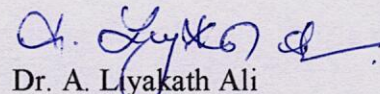
## Conclusions

This internal academic audit thoroughly examined documentation and assessed the academic performance of various college departments, clubs, and committees across numerous parameters. The primary objective was to highlight the importance of maintaining effective filing and documentation systems, thereby encouraging faculty members to adopt innovative teaching and learning methodologies that enhance overall educational outcomes.

  
Dr. G. Shobarani

IQAC Coordinator &

Head, Department of Artificial Intelligence

  
Dr. A. Liyakath Ali

Advisor