

REVIEW OF TEACHING – LEARNING EXTERNAL AND INTERNAL AUDIT

PATRICIAN COLLEGE OF ARTS AND SCIENCE			
EXTERNAL ACADEMIC AUDIT REPORT, Friday, 26 th MARCH 2019			
DEPARTMENT OF ACCOUNTING & FINANCE			
S.N O	CRITERIA	DOCUMENTS	REMARKS
1	The department ensures effective curriculum delivery through a well planned and documented process	Lesson plan, Syllabus & Timetable	3
2	Number of certificate course offered by the department in the last three years	Nil	4
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department	Nil	4
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	70/70	10
5	Number of value added courses introduced by the department	Nil	6
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	Nil	NIL
7	Details of student – full time teacher ratio in the department	70:1	8
8	Total number of differently abled students enrolled in last three years	Nil	NIL
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	Nil	7
10	Student – mentor ratio in the department	70:1(Mentoring Register Maintained)	9
11	Number of full time teachers against sanctioned posts during last three years	2	13
12	Number of full time teachers with Ph.D during last three years	1	10
13	Teaching experience of full time teachers in last three years	Details Attached	7

14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	Nil	NIL
15	Number of full time teachers from other states in last three years	Nil	NIL
16	Internal assessment procedure and details	Internal Mark sheets	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website		6
18	Details of result analysis and pass percentage of students	Files Maintained	
19	Number of research projects undertaken by the teachers in the department	NIL	NIL
20	Number of teachers recognized as research guides in last three years	Nil	NIL
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	Nil	NIL
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	Nil	NIL
23	Extension activity by the department in the neighborhood community	Nil	NIL
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	Nil	NIL
25	Number of students participating in extension activity against total number of students enrolled in the department	Nil	15

26	Number of MOU signed by the department in last three years	Nil	NIL
27	Number of students benefited by government scholarships(year wise details in last three years)	11 Students (Details Attached)	10
28	Number of students benefited by scholarships, free ships provided by the institution(year wise details in last three years)	Nil	10 NIL mg
29	Number of capability enhanced and development schemes introduced by the department	2017-18 = 4 (Tally with GST) NPTEL online Certification - Feb-March 18 - 5	7
30	Number of students receiving benefit from competitive exams in the department	Nil	ML
31	Number of students placed in the last three years	Not Applicable	ML
32	Number of students pursuing higher education in last three years	Not Applicable	ML
33	Number of students who received national / international recognition in sports and cultural in last three years	Nil	ML
34	Total number of alumni in the department and their vital contribution in last three years	Not Applicable	ML
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	Nil	ML
36	Description of any two best practices of the department	Learn a word Everyday, 20 Developing the habit of Reading newspaper by arrangement supplying (TOI) at subsidised rate, Details Attached.	

S. Bhooma
(S. Bhooma)

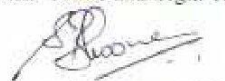
S. John Xavier
BY MRS JOHN XAVIER

These observations have been made and recorded for three departments viz Commerce / Arts / CS.

The external experts are requested to record their comments based on the observation made:

- (*) Suggested to add more value added and certificate programs like Retail and IT practicals, GST Registrars etc.
- (*) MOUs could be signed for Outreach + with other industry for internship & industrial visits
- (*) Prominent & Successful alumni could be invited to the department and share their success stories to make peer learning
- (*) FTA Report could be printed to record specific complaints. This will add to the documentation process
- (*) Suggest the setting up of a CONVERGE LAB common to all 3 stream.
- (*) Remedial Register could also register the academic progress of students.
- (*) The number of RESEARCH PROJECTS could be increased (by staff)
- (*) Suggest the activities of other clubs like the SRC / Rotaract club etc. to be enhanced
- (*) Please allow an hour for physical activities of the young & energetic students.

Signatures: Name and Sign: 1.


(Dr. BHoomA)


Dr. JOHN XAVIER

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of Business Administration

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	10
2	Number of certificate course offered by the department in the last three years	5	5
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	5
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	13
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	NIL
7	Details of student - full time teacher ratio in the department	10	10
8	Total number of differently abled students enrolled in last three years	10	NIL
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	09
10	Student - mentor ratio in the department	10	10
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	NIL
13	Teaching experience of full time teachers in last three years	10	10
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	15
15	Number of full time teachers from other states in last three years	20	NIL
16	Internal assessment procedure and details	15	12
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	08
18	Details of result analysis and pass percentage of students	20	18
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	NIL
20	Number of teachers recognized as research guides in last three years	3	NIL
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	8
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	6
23	Extension activity by the department in the neighbourhood community	20	15
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	5
25	Number of students participating in extension activity against total number of students enrolled in the department	20	18
26	Number of MOU signed by the department in last three years	10	NIL
Criterion V Student Support and Progression			
27	Number of students benefited by	12	10

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	12
29	Number of capability enhanced and development schemes introduced by the department	10	08
30	Number of students receiving benefit from competitive exams in the department	10	NIL
31	Number of students placed in the last three years	20	18
32	Number of students pursuing higher education in last three years	20	18
33	Number of students who received national / international recognition in sports and cultural in last three years	15	14
34	Total number of alumni in the department and their vital contribution in last three years	4	3
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	NIL
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	28

The external experts are requested to record their comments based on the observation made

Signatures: Name and Sign: 1. Mr. H. JOSIAH 2.

[Handwritten Signature]

observations

- 1) list out the value added Courses introduced in the Dept.
- 2) up date number of teachers using ICT.
- 3) kindly Provide financial gift for the Staff Producing 100% Result
- 4) New development Schemes Introduced in the Dept.
- 5). Students not received the benefit in competitive exams.

6)

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of ... BUSINESS ... ADMINISTRATION

S.NO	CRITERIA	WEIGHTAGE(438)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	9
2	Number of certificate course offered by the department in the last three years	5	3
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	4
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	9
5	Number of value added courses introduced by the department	15	12
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	N/A
7	Details of student - full time teacher ratio in the department	10	50:1
8	Total number of differently abled students enrolled in last three years	10	N/A
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	8
10	Student - mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	13

12	Number of full time teachers with Ph.D. during last three years	20	Nil
13	Teaching experience of full time teachers in last three years	10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	10
15	Number of full time teachers from other states in last three years	20	Nil
16	Internal assessment procedure and details	15	10
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	Nil
20	Number of teachers recognized as research guides in last three years	3	Nil
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	5
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	5
23	Extension activity by the department in the neighbourhood community	20	12
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	4
25	Number of students participating in extension activity against total number of students enrolled in the department	20	18
26	Number of MOU signed by the department in last three years	10	Nil

Criterion V Student Support and Progression

27	Number of students benefited by	12	
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	government scholarships(year wise details in last three years)		10
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	7
29	Number of capability enhanced and development schemes introduced by the department	10	3
30	Number of students receiving benefit from competitive exams in the department	10	Nil
31	Number of students placed in the last three years	20	15 10
32	Number of students pursuing higher education in last three years	20	17
33	Number of students who received national / international recognition in sports and cultural in last three years	15	12
34	Total number of alumni in the department and their vital contribution in last three years	4	3
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	Nil
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	22

The external experts are requested to record their comments based on the observation made

A. C. KACH C. K. K.
Signatures: Name and Sign: 1.

In Lesson Plan do mention the total hours allotted for each subject.

- 2) Yet to update the details about the learning sources given by teachers.
- 3) Record the details of Mentor and Students discussion.
- 4) Include online entry for Internal Assessment & Model Exam through (TRP)
- 5) Need to concentrate on more development paper
- 6) Motivate steps who give 100% results.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of BCA

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process (1)	10	7
2	Number of certificate course offered by the department in the last three years (1)	5	2
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department) (1)	5	0.625 1
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength) (10)	10	10
5	Number of value added courses introduced by the department (10)	15	0
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	1
7	Details of student – full time teacher ratio in the department 34:1	10	6
8	Total number of differently abled students enrolled in last three years (10)	10	0
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept) 1. mobile projector available. No ICT-enabled classroom.	10	7
10	Student – mentor ratio in the department 36:1	10	6
11	Number of full time teachers against sanctioned posts during last three years.	15	15

12	Number of full time teachers with Ph.D. during last three years (10)	20	3
13	Teaching experience of full time teachers in last three years (5 years)	10	10
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	- 0 -
15	Number of full time teachers from other states in last three years (5)	20	- 0 -
16	Internal assessment procedure and details (page uploaded)	15	10
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website (Type - 2)	10	8
18	Details of result analysis and pass percentage of students (50%)	20	13

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department (0)	3	0
20	Number of teachers recognized as research guides in last three years (0)	3	0
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	1
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings (10)	6	0
23	Extension activity by the department in the neighbourhood community (2)	20	10
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years (0)	5	0
25	Number of students participating in extension activity against total number of students enrolled in the department (150)	30	1
26	Number of MOU signed by the department in last three years (2)	10	5

Criterion V Student Support and Progression

27	Number of students benefited by	12	
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	government scholarships(year wise details in last three years)	7.38	8
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	1
29	Number of capability enhanced and development schemes introduced by the department	10	3
30	Number of students receiving benefit from competitive exams in the department	10	0
31	Number of students placed in the last three years	20	14
32	Number of students pursuing higher education in last three years	20	3
33	Number of students who received national / international recognition in sports and cultural in last three years	15	1
34	Total number of alumni in the department and their vital contribution in last three years	4	1
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	1
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	15
			<u>163</u>

The external experts are requested to record their comments based on the observation made.

Dept. initiated in using ICT enabled teaching & in trial base. Emodo & polishes apps used for assignments submission for the easy self-evaluation. By procladating workshops & Tech Days for the enhancement of capacity of students. It is suggested to take every semester on selective sample analysis of Internal & External markers to find out the student program relation. FDP for Faculty is must.

Signatures: Name and Sign: 1.

Dr. (Mrs.) S. MARY VENNILA
ASSOCIATE PROFESSOR
DEPARTMENT OF COMPUTER SCIENCE
PRESIDENCY COLLEGE
CHENNAI - 600 005.

2. *26/3/2019*
(Dr. M. LAKSHMANARAO)

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, Friday, 26th MARCH 2019

POST GRADUATE AND RESEARCH DEPARTMENT OF COMMERCE

S.NO	CRITERIA	DOCUMENTS	STATUS	REMARKS																		
Criterion I																						
1	The department ensures effective curriculum delivery through a well planned and documented process	LESSON PLAN, SYLLABUS,TIMETABLE	Updated	8																		
2	Number of certificate course offered by the department in the last three years	Nil	Nil	4																		
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department	1 <table><tr><td>NAME OF THE STAFF</td><td>GOVERNING BODY</td></tr><tr><td>DR.GEETHA RUFUS</td><td>WCC PG BOARD OF STUDIES</td></tr></table>	NAME OF THE STAFF	GOVERNING BODY	DR.GEETHA RUFUS	WCC PG BOARD OF STUDIES	Updated	4														
NAME OF THE STAFF	GOVERNING BODY																					
DR.GEETHA RUFUS	WCC PG BOARD OF STUDIES																					
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	714 OUT OF 758 <table><tr><td>YEAR</td><td>SANCTIONED</td><td>ADMITTED</td></tr><tr><td>UG(2015-18)</td><td>212</td><td>212</td></tr><tr><td>UG(2016-19)</td><td>233</td><td>233</td></tr><tr><td>UG(2017-2020)</td><td>233</td><td>233</td></tr><tr><td>PG(2016-2018)</td><td>40</td><td>16</td></tr><tr><td>PG(2017-2019)</td><td>40</td><td>20</td></tr></table>	YEAR	SANCTIONED	ADMITTED	UG(2015-18)	212	212	UG(2016-19)	233	233	UG(2017-2020)	233	233	PG(2016-2018)	40	16	PG(2017-2019)	40	20	Updated	10
YEAR	SANCTIONED	ADMITTED																				
UG(2015-18)	212	212																				
UG(2016-19)	233	233																				
UG(2017-2020)	233	233																				
PG(2016-2018)	40	16																				
PG(2017-2019)	40	20																				
5	Number of value added courses	Nil	Updated	7																		

	introduced by the department	① Train the Trainers																						
Criterion II Teaching - Learning and Evaluation																								
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	5 students <table><tr><th>BATCH</th><th>NAME OF THE STU</th><th>COUNTRY/STATE</th></tr><tr><td>2016-2019 UG</td><td>ZHU BI YU</td><td>CHINA</td></tr><tr><td></td><td>CHENG XIAO YU</td><td>CHINA</td></tr><tr><td></td><td>ESTHER VICTORIA PEARLIN</td><td>DHUBAI</td></tr><tr><td></td><td>KUGATHASAN NEEPAJAN</td><td>SRILANKA</td></tr><tr><td>2016-2018 PG</td><td>FAHARI</td><td>SOUTH AFRICA</td></tr></table>			BATCH	NAME OF THE STU	COUNTRY/STATE	2016-2019 UG	ZHU BI YU	CHINA		CHENG XIAO YU	CHINA		ESTHER VICTORIA PEARLIN	DHUBAI		KUGATHASAN NEEPAJAN	SRILANKA	2016-2018 PG	FAHARI	SOUTH AFRICA	Updated	8
BATCH	NAME OF THE STU	COUNTRY/STATE																						
2016-2019 UG	ZHU BI YU	CHINA																						
	CHENG XIAO YU	CHINA																						
	ESTHER VICTORIA PEARLIN	DHUBAI																						
	KUGATHASAN NEEPAJAN	SRILANKA																						
2016-2018 PG	FAHARI	SOUTH AFRICA																						
7	Details of student – full time teacher ratio in the department	40:1(STAFF PROFILE DETAILS ATTACHED)			Updated	8																		
8	Total number of differently abled students enrolled in last three years	3			Updated	6																		
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	3 (REGISTER MAINTED)			Updated	7																		
10	Student – mentor ratio in the department	40:1(MENTORING REGISTER MAINTAINED)			Updated	8																		
11	Number of full time teachers against sanctioned posts during last three	18				13																		

	years																																						
12	Number of full time teachers with Ph.D during last three years	9	Updated	10																																			
13	Teaching experience of full time teachers in last three years	DETAILS ATTACHED	Updated	9																																			
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	NIL	Updated	NIL																																			
15	Number of full time teachers from other states in last three years	1(LEFT COLLEGE ON APR 2018) DR.DAYAPATHI FROM NAGALAND	Updated	7																																			
16	Internal assessment procedure and details	REGISTER MAINTAINED	Updated	15																																			
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	FILES MAINTAINED	Updated	6																																			
18	Details of result analysis and pass percentage of students	FILES MAINTAINED <table border="1"> <thead> <tr> <th>Batch</th><th>Deg</th><th>Appeared</th><th>Passed</th><th>%</th></tr> </thead> <tbody> <tr> <td>2013-16</td><td>UG</td><td>139</td><td>122</td><td>87.76</td></tr> <tr> <td>2014-16</td><td>PG</td><td>13</td><td>12</td><td>92.3</td></tr> <tr> <td>2014-17</td><td>UG</td><td>208</td><td>147</td><td>70</td></tr> <tr> <td>2015-17</td><td>PG</td><td>29</td><td>29</td><td>100</td></tr> <tr> <td>2015-18</td><td>UG</td><td>208</td><td>169</td><td>81.25</td></tr> <tr> <td>2016-18</td><td>PG</td><td>20</td><td>17</td><td>85</td></tr> </tbody> </table>	Batch	Deg	Appeared	Passed	%	2013-16	UG	139	122	87.76	2014-16	PG	13	12	92.3	2014-17	UG	208	147	70	2015-17	PG	29	29	100	2015-18	UG	208	169	81.25	2016-18	PG	20	17	85	Updated	15
Batch	Deg	Appeared	Passed	%																																			
2013-16	UG	139	122	87.76																																			
2014-16	PG	13	12	92.3																																			
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2015-17	PG	29	29	100																																			
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2016-18	PG	20	17	85																																			
Criterion III Research, Innovations and Extension																																							
19	Number of research projects undertaken by the teachers in the department	NIL	Updated	NIL																																			
20	Number of teachers	3	Updated	NIL																																			

	recognized as research guides in last three years					
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	NAME OF STAFF	NO OF PAPER PUBLISHED	DETAILS	Updated	3
		DR.NAGAJOTHI	1	(FEB 2017 IRJMH-ISSN-2347-3274)		
		UNIKA .D	2	(FEB 201 MAH -ISSN 2347-3274)		
				JSH(ISSN 2394-9236)		
		DR.S.MUTHU KUMARAVEL	1	EJFMR(ISSN-2395-5929)		
		FILES MAINTAINED				
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	PUBLICATION DETAILS ATTACHED			Updated	3
23	Extension activity by the department in the neighborhood community	SKILL DEVELOPMENT PROGRAMME TRAIN THE TRAINERS CONDUCTED AT ST. LOUIS COLLEGE. DURING THE YEAR 2016-2017 AND 2017-2018			Updated	60
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	NIL			Updated	nil
25	Number of students participating in extension activity against total number of students enrolled in the department	8			Updated	15
26	Number of MOU	NIL			Updated	nil

	signed by the department in last three years																									
Criterion V Student Support and Progression																										
27	Number of students benefited by government scholarships(year wise details in last three years)	<table><tr><th>YEAR</th><th>NO OF STU</th><th>AMOUNT</th></tr><tr><td>2015-2016</td><td>UG-126</td><td>365825</td></tr><tr><td></td><td>PG-4</td><td>13540</td></tr><tr><td>2016-2017</td><td>UG-160</td><td>457900</td></tr><tr><td></td><td>PG-8</td><td>38060</td></tr><tr><td>2017-2018</td><td>UG-170</td><td>464600</td></tr><tr><td></td><td>PG-10</td><td>44900</td></tr></table>	YEAR	NO OF STU	AMOUNT	2015-2016	UG-126	365825		PG-4	13540	2016-2017	UG-160	457900		PG-8	38060	2017-2018	UG-170	464600		PG-10	44900	Updated	10	
YEAR	NO OF STU	AMOUNT																								
2015-2016	UG-126	365825																								
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2017-2018	UG-170	464600																								
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(DETAILS ATTACHED)																										
28	Number of students benefited by scholarships, free ships provided by the institution(year wise details in last three years)	<table><tr><th>YEAR</th><th>NO OF STU</th><th>AMOUNT</th></tr><tr><td>2015-2016</td><td>UG-</td><td></td></tr><tr><td></td><td>PG-</td><td></td></tr><tr><td>2016-2017</td><td>UG-</td><td></td></tr><tr><td></td><td>PG-</td><td></td></tr><tr><td>2017-2018</td><td>UG-</td><td></td></tr><tr><td></td><td>PG-</td><td></td></tr></table>	YEAR	NO OF STU	AMOUNT	2015-2016	UG-			PG-		2016-2017	UG-			PG-		2017-2018	UG-			PG-		Updated	10	
YEAR	NO OF STU	AMOUNT																								
2015-2016	UG-																									
	PG-																									
2016-2017	UG-																									
	PG-																									
2017-2018	UG-																									
	PG-																									
29	Number of capability enhanced and development schemes introduced by the department	31 students ^{NFE} Tally Course - NSIC Certification - 15 days.	Updated	7																						
30	Number of students receiving benefit from competitive exams in the department	30 students ^{NFE} attended TNPSC coaching class.	Updated	6																						
31	Number of students placed in the last three years	<table><tr><th>YEAR</th><th>NO OF STU</th></tr><tr><td>2015-2016</td><td>90</td></tr><tr><td>2016-2017</td><td>150</td></tr><tr><td>2017-2018</td><td>165</td></tr></table>	YEAR	NO OF STU	2015-2016	90	2016-2017	150	2017-2018	165	Updated	15														
YEAR	NO OF STU																									
2015-2016	90																									
2016-2017	150																									
2017-2018	165																									
32	Number of students pursuing higher education in last three years	<table><tr><th>YEAR</th><th>NO OF STU</th></tr><tr><td>2015-2016</td><td>40</td></tr><tr><td>2016-2017</td><td>58</td></tr><tr><td>2017-2018</td><td>53</td></tr></table>	YEAR	NO OF STU	2015-2016	40	2016-2017	58	2017-2018	53	Updated	12														
YEAR	NO OF STU																									
2015-2016	40																									
2016-2017	58																									
2017-2018	53																									
33	Number of students who received national / international recognition in sports and cultural in last three years	① Ajith.M - Fist Ball National level ② Giloni ③ Reka ④ Sri Vidya ⑤ Soniya } HANDBALL Senior Nationals	Updated	12																						

34	Total number of alumni in the department and their vital contribution in last three years		Updated	3
Criterion VI- Governance, leadership and management				
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	(DR.FATHIMANANCY ATTENDED REFRESHER COURSE CONDUCTED BY IIT CHENNAI FROM APR2018-MAY2018)	Updated	3
Criterion VII Innovations and Best Practices				
36	Description of any two best practices of the department	<ol style="list-style-type: none"> 1. MOTIVATIONAL TALK AND SKILL TRAINING PROGRAMME CONDUCTED AND STUDENTS WERE TAKEN TO INDUSTRIAL VISIT TO GAIN INDUSTRIAL EXPOSURE. 2. TRAIN THE TRAINERS PROGRAMME WERE CONDUCTED AT ST. LOUIS COLLEGE 	Updated	18

The external experts are requested to record their comments based on the observation made:

details Attached.

① *[Signature]*
(S-BUCOMA)

② *[Signature]*
(DR MR JOHN XAVIER)

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, Tuesday, 26th MARCH 2019

Department of corporate secretaryship

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	4
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	4
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	6
Criterion II Teaching – Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	3
7	Details of student – full time teacher ratio in the department	10	8
8	Total number of differently abled students enrolled in last three years	10	n/l
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	7
10	Student – mentor ratio in the department	10	9
11	Number of full time teachers against sanctioned posts during last three years	15	13

12	Number of full time teachers with Ph.D during last three years	20	NIL
13	Teaching experience of full time teachers in last three years	10	7
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	NIL
15	Number of full time teachers from other states in last three years	20	NIL
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	6
18	Details of result analysis and pass percentage of students	20	16
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	NIL
20	Number of teachers recognized as research guides in last three years	3	NIL
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	NIL
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	NIL
23	Extension activity by the department in the neighborhood community	20	NIL
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	NIL
25	Number of students participating in extension activity against total number of students enrolled in the department	20	15
26	Number of MOU signed by the department in last three years	10	NIL
Criterion V Student Support and Progression			
27	Number of students benefited by	12	10


	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	10
29	Number of capability enhanced and development schemes introduced by the department	10	7
30	Number of students receiving benefit from competitive exams in the department	10	5
31	Number of students placed in the last three years	20	7
32	Number of students pursuing higher education in last three years	20	8
33	Number of students who received national / international recognition in sports and cultural in last three years	15	NIL
34	Total number of alumni in the department and their vital contribution in last three years	4	3
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	NIL
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	10

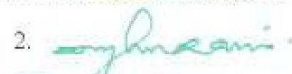
Peer group learning

The external experts are requested to record their comments based on the observation made:

Details Attached

Signatures: Name and Sign: 1.

1. 
(S. B. BHOOMA)

2. 
(DR MRS JOHN XAVIER)

- Alumni Meet and frequent touch.
- Alumni Contributions must be documented.
- Remedial Register. update it
-

Commerce lab

Hindu
College
Putthur

1. Stock exchange
2. Annual Report
3. Banks Challan
4. IT Returns
5. Uda Company A/c
6. Directors report

Commerce
Related

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of Computer Science

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	4
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	1
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	9
5	Number of value added courses introduced by the department	15	4
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	0
7	Details of student - full time teacher ratio in the department	10	7
8	Total number of differently abled students enrolled in last three years	10	0
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	7
10	Student - mentor ratio in the department	10	7
11	Number of full time teachers against sanctioned posts during last three years	15	7

12	Number of full time teachers with Ph.D during last three years	20	6
13	Teaching experience of full time teachers in last three years	10	9
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	0
15	Number of full time teachers from other states in last three years	20	0
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	4
18	Details of result analysis and pass percentage of students	20	13
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	0
20	Number of teachers recognized as research guides in last three years	3	0
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	5
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	5
23	Extension activity by the department in the neighborhood community	20	12
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	0
25	Number of students participating in extension activity against total number of students enrolled in the department	20	10
26	Number of MOU signed by the department in last three years	10	7
Criterion V Student Support and Progression			
27	Number of students benefited by	12	10

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	05
29	Number of capability enhanced and development schemes introduced by the department	10	04
30	Number of students receiving benefit from competitive exams in the department	10	0
31	Number of students placed in the last three years	20	10
32	Number of students pursuing higher education in last three years	20	10
33	Number of students who received national / international recognition in sports and cultural in last three years	15	05
34	Total number of alumni in the department and their vital contribution in last three years	4	03
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	00
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	15

The external experts are requested to record their comments based on the observation made:

The Dept of Computer Science maintain curriculum related document properly. T & T based Teaching Learning process adopted in this department. One Smart Room may be required. One more staff may be recruited to satisfy the student-staff ratio. No. of add-on courses and best practices to be increased. Laboratory facilities are adequately available.

Signatures: Name and Sign: 1.

Dr. (Mrs.) S. S. VENNILA
ASSOCIATE PROFESSOR
DEPARTMENT OF COMPUTER SCIENCE
PONDICHERRY COLLEGE
605 005.

2. 26/3/2019
Dr. N. RAMESH Kumar

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of English

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	7
2	Number of certificate course offered by the department in the last three years	5	5
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	5
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	9
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	7
7	Details of student - full time teacher ratio in the department	10	9
8	Total number of differently abled students enrolled in last three years	10	8
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	8
10	Student - mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	NA

Department of English
Academic Audit Report
March 2018

Teachers are very resourceful and progressive in the department upgradation. Their inclination to upgrade the students and tracking of their progress is very evident with our visit to the classrooms. Teachers make good use of the ICT facilities. Students show a lot of enthusiasm in the classroom which is seen as healthy dynamics that exist between teachers and students. Students receive Entrepreneur training and Placement Counseling. It is important to note that many aspire to go for higher education.

The best practice of the department is identified as the encouragement given to the students to use online resources and register for online courses in cognizance with the initiative of MHRD. Teachers use of ICT in classroom is a good initiative. The efforts show a lot of concern for the students' welfare.

We wish the department to have an exclusive Language Lab and improve the printed resource in the library. Availability of e-resources is highly satisfying.

Dr. (Mrs.) G. Kalvikarasi, M.A., M.Phil., Ph.D.
Associate Professor & Head Dept.
English, Anna University,
Paruthi, Chennai - 600 025.
(G. Kalvikarasi)

12	Number of full time teachers with Ph.D. during last three years	20	5
13	Teaching experience of full time teachers in last three years	10	7
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	5
15	Number of full time teachers from other states in last three years	20	18
16	Internal assessment procedure and details	15	10
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	18
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	3
20	Number of teachers recognized as research guides in last three years	3	1
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	2
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	4
23	Extension activity by the department in the neighbourhood community	20	18
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	NA
25	Number of students participating in extension activity against total number of students enrolled in the department	20	20
26	Number of MOU signed by the department in last three years	10	5
Criterion V Student Support and Progression			
27	Number of students benefited by	12	

	government scholarships(year wise details in last three years)		10
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	8
29	Number of capability enhanced and development schemes introduced by the department	10	7
30	Number of students receiving benefit from competitive exams in the department	10	5
31	Number of students placed in the last three years	20	12
32	Number of students pursuing higher education in last three years	20	10
33	Number of students who received national / international recognition in sports and cultural in last three years	15	5
34	Total number of alumni in the department and their vital contribution in last three years	4	2
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	25

(i) The Literary Club / Dramatic Club / Reading Club
(ii) Extension Activities of the Dept for students.

The external experts are requested to record their comments based on the observation made.

- Enclosed -

Signatures: Name and Sign: 1.

Supala Pandiarajan
Dr. Supala Pandiarajan
Assistant Professor of English,
University of Madras - Ch-5.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of *Eng*

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	7
2	Number of certificate course offered by the department in the last three years	5	5
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	3
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	8
Criterion II Teaching – Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	7
7	Details of student – full time teacher ratio in the department	10	9
8	Total number of differently abled students enrolled in last three years	10	8
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	8
10	Student – mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	NA

12	Number of full time teachers with Ph.D during last three years	20	5
13	Teaching experience of full time teachers in last three years	10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	5
15	Number of full time teachers from other states in last three years	20	15
16	Internal assessment procedure and details	15	13
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	9
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	2
20	Number of teachers recognized as research guides in last three years	3	-
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	-
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	3
23	Extension activity by the department in the neighbourhood community	20	12
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	2
25	Number of students participating in extension activity against total number of students enrolled in the department	20	10
26	Number of MOU signed by the department in last three years	10	-
Criterion V Student Support and Progression			
27	Number of students benefited by	12	12

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	8
29	Number of capability enhanced and development schemes introduced by the department	10	7
30	Number of students receiving benefit from competitive exams in the department	10	5
31	Number of students placed in the last three years	20	12
32	Number of students pursuing higher education in last three years	20	10
33	Number of students who received national / international recognition in sports and cultural in last three years	15	8
34	Total number of alumni in the department and their vital contribution in last three years	4	1
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	2
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	20

The external experts are requested to record their comments based on the observation made:

Students are highly satisfied with the teachers' cordiality and academic support extended by them. Teachers make good use of the ICT facilities available.

Signatures: Name and Sign: 1. G. KALVIKKARASI

G. Kalvikkarasi

External Academic Audit

Confidential Report

From

Dr. Supala Pandiarajan
Department of English
University of Madras.

At the outset, I thank the Principal and Staff of the English Department for their warm reception and hospitality.

I wish to congratulate the Department of English for their meticulous academic performance.

The Department ensures a student-centric methodology for effective teaching-learning. Confidential interaction with the students ~~discussed~~ enabled us to understand the friendly academic space the Department's staff provide to them. The Department needs to be applauded for working ~~well with~~ ~~in~~ with students' interest as a primary concern.

The Department has a literary club, dramatic club and reading club that can ~~be~~ meet periodically every week.

The faculty are working to start a journal (in-house) which can be recommended to commence within a year. A language lab exclusively for the use of the English Department can be set up to ~~on~~ fine-tune the communication skills of students who would graduate as English majors.

The faculty steer the students² towards their goals and do spend considerable amount of time in honing individual skills of students. This is a greatly appreciated practice.

The faculty may be encouraged to attend more seminars, conferences and publish papers ~~despite their~~ ~~own~~ through their commitments in the Department is well-understood.

The Management can allot more resources for English literature in the library with e-subscription.
 - J. K. J. K. - 12/19.

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of MANU

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	-
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	$\frac{1}{3}$ 5 2 courses by AFA	5
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10 57 + 61 11 64	10
5	Number of value added courses introduced by the department	15	-
Criterion II Teaching – Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10 5 7+1	7
7	Details of student – full time teacher ratio in the department	60:1 10	10
8	Total number of differently abled students enrolled in last three years	10	-
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	6
10	Student – mentor ratio in the department	1:60 10	10
11	Number of full time teachers against sanctioned posts during last three years	1:1 15	12

12	Number of full time teachers with Ph.D. during last three years	20	-
13	Teaching experience of full time teachers in last three years	3 10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	-
15	Number of full time teachers from other states in last three years	20	-
16	Internal assessment procedure and details	15	12
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	-
18	Details of result analysis and pass percentage of students	20	18

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	-
20	Number of teachers recognized as research guides in last three years	3	-
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	-
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	-
23	Extension activity by the department in the neighbourhood community	20	-
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	-
25	Number of students participating in extension activity against total number of students enrolled in the department	27/65 20	15
26	Number of MOU signed by the department in last three years	10	-

Criterion V Student Support and Progression

27	Number of students benefited by	12	-
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	government scholarships(year wise details in last three years)	-	
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	-
29	Number of capability enhanced and development schemes introduced by the department	10	-
30	Number of students receiving benefit from competitive exams in the department	10	-
31	Number of students placed in the last three years	20	-
32	Number of students pursuing higher education in last three years	20	-
33	Number of students who received national / international recognition in sports and cultural in last three years	15	-
34	Total number of alumni in the department and their vital contribution in last three years	4	-
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	3
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	20

The external experts are requested to record their comments based on the observation made:

Result Analysis is good. Teaching Methodologies are as per University pattern. More tests can be conducted. Students can be motivated by conducting some competition on inter departmental level by simple games. Moti and participating in inter collegiate to have a good exposure to language.


Signatures: Name and Sign: 1.

M-MARAGATHA GOWRI

M.M. Gowri

DEPARTMENT OF HINDI
EXTERNAL AUDIT REPORT

As an external audit expert for the Hindi department, I have seen immense progress this year 2018-2019. I see students of the department have taken part in inter-college competitions and have won prizes as well. Although the students are not from a Hindi speaking background, the semester results of the department are very good. The idea of conducting events on Independence and Republic day is a very good initiative and that it will inculcate good values in the future nation builders. Dr. Ravita Bhatia's contribution in the Hindi literature in terms of presenting papers in conferences, doing radio programmes, writing articles and being part of the editorial committee of books is commendable. The department Head has not only coached the students for their examinations but has also developed the inter-personal and Hindi communication skills that are essential during workshops and seminars. The students brushing their communication skills only now, their stint in inter college extempore and debates become a bit challenging. Providing the department with adequate funds for seminars and workshops will be helpful in conducting more seminars/workshops. If the department is provided with printing facility, traceability will be better.


26-3-2019.
Dr. S. SHAFIVULLA
M.A., B.Ed., M.Phil., Ph.D., P.G.D., J.H.T.
Associate Professor
Department of HINDI
THE M.V. COLLEGE
Royapettah, Chennai - 600 014.

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of Library

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	
2	Number of certificate course offered by the department in the last three years	5	
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	
5	Number of value added courses introduced by the department	15	
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	
7	Details of student - full time teacher ratio in the department	10	
8	Total number of differently abled students enrolled in last three years	10	
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	
10	Student - mentor ratio in the department	10	
11	Number of full time teachers against sanctioned posts during last three years	15	

12	Number of full time teachers with Ph.D. during last three years	20
13	Teaching experience of full time teachers in last three years	10
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15
15	Number of full time teachers from other states in last three years	20
16	Internal assessment procedure and details	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10
18	Details of result analysis and pass percentage of students	20

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3
20	Number of teachers recognized as research guides in last three years	3
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6
23	Extension activity by the department in the neighbourhood community	20
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5
25	Number of students participating in extension activity against total number of students enrolled in the department	20
26	Number of MOU signed by the department in last three years	10

Criterion V Student Support and Progression

27	Number of students benefited by	12
----	---------------------------------	----

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	
29	Number of capability enhanced and development schemes introduced by the department	10	
30	Number of students receiving benefit from competitive exams in the department	10	
31	Number of students placed in the last three years	20	
32	Number of students pursuing higher education in last three years	20	
33	Number of students who received national / international recognition in sports and cultural in last three years	15	
34	Total number of alumni in the department and their vital contribution in last three years	4	
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	

The external experts are requested to record their comments based on the observation made:

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Signatures: Name and Sign: 1.

2.

Qualified Librarian should be employed

- ① overdue Report to be included in the current LMS.
- ② Issue, Returns can be included in the current LMS (Id must be compatible)
- ③ OPAC to be made available.
- ④ Manual Issue, Returns to be withdrawn.
- ⑤ Slot reader can be included in the library.
- ⑥ Modernlib can be refreshed.
- ⑦ Inventory control to be automated.
- ⑧ user orientation can be given for the first years.
- ⑨ Internet charges can be collected.
- ⑩ Training can be arranged to use the Modernlib from the vendor.
- ⑪ More Sub Journals can be procured
- ⑫ Question paper can be made online.
- ⑬ college Identity card can be used for library also.
- ⑭ Library Advisory committee to be constituted.
- ⑮ Nlit can be subscribed.
- ⑯ Library fees can be merged with the college fees.

M. Mahalingam
Librarian
Stella Mavis College

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of MATHEMATICS

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	10
2	Number of certificate course offered by the department in the last three years	5	0
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	03
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	9
5	Number of value added courses introduced by the department	15	8
Criterion II Teaching – Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	6
7	Details of student – full time teacher ratio in the department	10	9
8	Total number of differently abled students enrolled in last three years	10	0
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	8
10	Student – mentor ratio in the department	10	10
11	Number of full time teachers against sanctioned posts during last three years	15	15

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	12
29	Number of capability enhanced and development schemes introduced by the department	10	0
30	Number of students receiving benefit from competitive exams in the department	10	7
31	Number of students placed in the last three years	20	12
32	Number of students pursuing higher education in last three years	20	11
33	Number of students who received national / international recognition in sports and cultural in last three years	15	0
34	Total number of alumni in the department and their vital contribution in last three years	4	2
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	5
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	26

The external experts are requested to record their comments based on the observation made.

I observed that the department maintains documents in an excellent manner. I suggest that the staff should take care to improve the percentage of marks.

Signatures: Name and Sign: 1.

S. Kumar
24/2/19

2.

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of PHYSICAL EDUCATION

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	
2	Number of certificate course offered by the department in the last three years	5	
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	
5	Number of value added courses introduced by the department	15	
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	
7	Details of student - full time teacher ratio in the department	10	
8	Total number of differently abled students enrolled in last three years	10	
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	
10	Student - mentor ratio in the department	10	
11	Number of full time teachers against sanctioned posts during last three years	15	

12	Number of full time teachers with Ph.D during last three years	20
13	Teaching experience of full time teachers in last three years	10
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15
15	Number of full time teachers from other states in last three years	20
16	Internal assessment procedure and details	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10
18	Details of result analysis and pass percentage of students	20
Criterion III Research, Innovations and Extension		
19	Number of research projects undertaken by the teachers in the department	3
20	Number of teachers recognized as research guides in last three years	3
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6
23	Extension activity by the department in the neighbourhood community	20
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5
25	Number of students participating in extension activity against total number of students enrolled in the department	20
26	Number of MOU signed by the department in last three years	10
Criterion V Student Support and Progression		
27	Number of students benefited by	12

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	
29	Number of capability enhanced and development schemes introduced by the department	10	
30	Number of students receiving benefit from competitive exams in the department	10	
31	Number of students placed in the last three years	20	
32	Number of students pursuing higher education in last three years	20	
33	Number of students who received national / international recognition in sports and cultural in last three years	15	
34	Total number of alumni in the department and their vital contribution in last three years	4	
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	

The external experts are requested to record their comments based on the observation made:

Copy Enclosed :

Signatures: Name and Sign: 1. *Dr. E Uma*

2.

Uma
26/03/19

EXTERNAL ACADEMIC AUDIT REPORT, MARCH-2019

DEPARTMENT: PHYSICAL EDUCATION.

General Comments:

- (i) Construction of Multi-purpose Hall is needed to train indoor games like Table Tennis, Carrom, badminton, Chess and Gym activities.
- (ii) Full time marker can be appointed exclusively for the Department of Physical Education to maintain and mark the grounds, Court etc.
- (iii) Separate dressing rooms may be given for girls and boys those who are coming for the practice early in the morning.
- (iv) New major Elective paper (NMA) can be introduced for the D.V.A students. Physical fitness, and Yoga Health and safety etc., First Aid papers can be handled by the Director of Physical Education.
- (v) Team uniforms must be provided to the players who are representing the college teams for various tournaments.
- (vi) Open tournaments for colleges and schools can be organised to promote sports and also to select best players from schools.

(Cont.)

- (vii) Sunday Workshop or Seminar may be organised to create awareness among students.
- (viii) Since this Institution has full fledged Sports facilities B.Sc. Physical Education (On course) may be introduced in future to produce a number of Sports stars from this Institution.
- (ix) The department room can be extended with additional facilities.
- (x) Sports Quota for women can be increased.
- (xi) Cash awards can be given to the player who has highest representation at State level, national level and university level during the time of Sports day.
- (xii) Selection trials may be organised for the Sports Quota students prior to the day of admission. public advertisement can be given in media.

Almeida
26/03/19.

- (vii) Sunday Workshop or Seminar may be organised to create awareness among students.
- (viii) Since this Institution has full fledged Sports facilities B.Sc. Physical Education (OU course) may be introduced in future to produce a number of Sports stars from this Institution.
- (ix) The department room can be extended with additional facilities.
- (x) Sports Quota for women can be increased.
- (xi) Cash awards can be given to the player who has highest representation at State level, national level and university level during the time of Sports day.
- (xii) Selection Trials may be organised for the Sports Quota students prior to the key to admission. public advertisement can be given in media.

Almeida
26/03/19.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, Friday, 29th MARCH 2019

Department of PSYCHOLOGY

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	10
2	Number of certificate course offered by the department in the last three years	5	01
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	03
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	09
5	Number of value added courses introduced by the department	15	- 00 -
Criterion II Teaching – Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	$\begin{array}{l} 3-1 \\ 2-1 \\ 1-2 \end{array}$ $\begin{array}{l} I - B.Sc - 02 \\ II - B.Sc - 01 \\ III - B.Sc - 01 \end{array}$ 06
7	Details of student – full time teacher ratio in the department	10	120 – 04 teachers 30:1
8	Total number of differently abled students enrolled in last three years	10	04
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	07
10	Student – mentor ratio in the department	10	3:1
11	Number of full time teachers against sanctioned posts during last three years	15	10

12	Number of full time teachers with Ph.D during last three years	20	10
13	Teaching experience of full time teachers in last three years	10	06
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	02
15	Number of full time teachers from other states in last three years	20	- 00 -
16	Internal assessment procedure and details	15	12
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	05
18	Details of result analysis and pass percentage of students	20	15
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	-
20	Number of teachers recognized as research guides in last three years	3	-
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	-
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	-
23	Extension activity by the department in the neighborhood community	20	-
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	-
25	Number of students participating in extension activity against total number of students enrolled in the department	20	-
26	Number of MOU signed by the department in last three years	10	07
Criterion V Student Support and Progression			
27	Number of students benefited by	12	10

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	08
29	Number of capability enhanced and development schemes introduced by the department	10	03
30	Number of students receiving benefit from competitive exams in the department	10	-
31	Number of students placed in the last three years	20	-
32	Number of students pursuing higher education in last three years	20	15
33	Number of students who received national / international recognition in sports and cultural in last three years	15	-
34	Total number of alumni in the department and their vital contribution in last three years	4	-
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	-
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	-

The external experts are requested to record their comments based on the observation made:

1. To Increase and strength Teaching faculty and NonTeaching faculty especially lab assistants for the department staff members to
2. To Provide Onduty permission for participating only academic Program.
3. To Increase funds for lab.
4. Extra Curricular activities for students
5. Renovation Work can be done and hygiene maintain in Rest Rooms
6. To Conduct Seminar Programme about Psychology

Signatures: Name and Sign: 1. *[Signature]* 29th June 2019

2.

Dr. SANTHANA KARTHIKEYAN, M.A, Ph.D.,
Assistant Professor
Department of Psychology
PRESIDENCY COLLEGE
Chennai-600 005.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, Friday, 29th MARCH 2019

Department of Psychology

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	9
2	Number of certificate course offered by the department in the last three years	5	-
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	-
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	9
5	Number of value added courses introduced by the department	15	-
Criterion II Teaching – Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	I.B.Sc - 2 II.B.Sc - 1 III.B.Sc - 1 Total = 4
7	Details of student – full time teacher ratio in the department	10	7
8	Total number of differently abled students enrolled in last three years	10	3 SH + 1
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	9
10	Student – mentor ratio in the department	10	5
11	Number of full time teachers against sanctioned posts during last three years	15	10

12	Number of full time teachers with Ph.D during last three years	20	12
13	Teaching experience of full time teachers in last three years	10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	-
15	Number of full time teachers from other states in last three years	20	-
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	6
18	Details of result analysis and pass percentage of students	20	15
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	-
20	Number of teachers recognized as research guides in last three years	3	-
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	4
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	-
23	Extension activity by the department in the neighborhood community	20	5
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	-
25	Number of students participating in extension activity against total number of students enrolled in the department	20	-
26	Number of MOU signed by the department in last three years	10	8
Criterion V Student Support and Progression			
27	Number of students benefited by	12	7

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freships provided by the institution(year wise details in last three years)	12	7
29	Number of capability enhanced and development schemes introduced by the department	10	5
30	Number of students receiving benefit from competitive exams in the department	10	-
31	Number of students placed in the last three years	20	-
32	Number of students pursuing higher education in last three years	20	19
33	Number of students who received national / international recognition in sports and cultural in last three years	15	-
34	Total number of alumni in the department and their vital contribution in last three years	4	-
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	-
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	10

The external experts are requested to record their comments based on the observation made:

Appreciating the dept, being so young & budding Dept, they have done a Great job.

Suggestions: 1. Mentorship can be for other departments students & other dept staff may become the Mentors for Pgy dept.

2. Orientation Course for staff is Mandatory

3. Enhance the Best practice by using application oriented projects

Signatures: Name and Sign: 1.

Dr. Nirmala Narayanan

29/3/19

4. Allocation of 100% OD for staff is required for their self-enhancement to attend various workshop/other relevant professional work

5. Provide Orientation for students.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, Friday, 29th MARCH 2019

Department of Social Work

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	Effective
2	Number of certificate course offered by the department in the last three years	5	NIL
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	Faculty are appointed as examiners and as resource persons for the academic audit
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	Good Strength
5	Number of value added courses introduced by the department	15	NIL
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	Diverse
7	Details of student - full time teacher ratio in the department	10	Good
8	Total number of differently abled students enrolled in last three years	10	-
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	Faculty using ICT
10	Student - mentor ratio in the department	10	Good
11	Number of full time teachers against sanctioned posts during last three years	15	Good

12.	Number of full time teachers with Ph.D during last three years	20	Encourage Faculty to register for PhD
13.	Teaching experience of full time teachers in last three years	10	
14.	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	Faculty to work towards awards and recognitions
15.	Number of full time teachers from other states in last three years	20	2
16.	Internal assessment procedure and details	15	Follows University Rules and Regulations
17.	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	To prepare program Course Outcome
18.	Details of result analysis and pass percentage of students	20	Suggested to conduct Coaching Classes
Criterion III Research, Innovations and Extension			
19.	Number of research projects undertaken by the teachers in the department	3	NIL
20.	Number of teachers recognized as research guides in last three years	3	1 Faculty. Faculty to register
21.	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	Good
22.	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	Good
23.	Extension activity by the department in the neighborhood community	20	Gypsy Community Very Good
24.	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	NIL
25.	Number of students participating in extension activity against total number of students enrolled in the department	20	Highly Appreciated
26.	Number of MOU signed by the department in last three years	10	Good

Criterion V Student Support and Progression			
27	Number of students benefited by government scholarships(year wise details in last three years)	12	Avalied
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	Avalied
29	Number of capability enhanced and development schemes introduced by the department	10	In the collaboration with Ministro Department Interface
30	Number of students receiving benefit from competitive exams in the department	10	-
31	Number of students placed in the last three years	20	SW faculty to be in Placement Cell
32	Number of students pursuing higher education in last three years	20	-
33	Number of students who received national / international recognition in sports and cultural in last three years	15	Training and Participation . Improve Strategies to bring the Alumni
34	Total number of alumni in the department and their vital contribution in last three years	4	Professional Courses Attended. NPTEL Courses are being offered
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	Attached
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	

The external experts are requested to record their comments based on the observation made:

1. Criteria to be provided for the Audit Report
2. Specific days for field work is recommended
3. Specialization room for each specialization is to be provided
4. Remedial coaching for BSW language courses to be enhanced for better outcomes.
5. Faculty to enroll for PhD.

STUDENTS FEEDBACK

UG Students

1. Students requested for proper transport facilities for Field Visit
2. The Management must keep Tamil books for competitive examinations
3. Sick Room must be improved
4. Students requested to send the teaching material at the beginning of the academic year.

PG Students

1. Specific days for Field Work to be allotted because the placement agencies are not able to provide Consistent and systematized work. The interaction with student trainees from other colleges is restricted.

Signatures: Name and Sign: 1.



2.



18-2019

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, Friday, 29th MARCH 2019Department of TABLE

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	N.A.
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	4 (Staff member 7)
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	9 (1 year 700 2 year 200)
5	Number of value added courses introduced by the department	15	10
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	8
7	Details of student - full time teacher ratio in the department	10	8
8	Total number of differently abled students enrolled in last three years	10	8
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	8
10	Student - mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	13


12	Number of full time teachers with Ph.D. during last three years	20	Seven Teacher Ph.D awards Three members doing Ph.D 18
13	Teaching experience of full time teachers in last three years	10	9
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	12 (enclosed copy)
15	Number of full time teachers from other states in last three years	20	N.A.
16	Internal assessment procedure and details	15	13
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	18
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	—
20	Number of teachers recognized as research guides in last three years	3	2
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	6
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	5
23	Extension activity by the department in the neighborhood community	20	12
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	3
25	Number of students participating in extension activity against total number of students enrolled in the department	20	16
26	Number of MOU signed by the department in last three years	10	—
Criterion V Student Support and Progression			
27	Number of students benefited by	12	—

	government scholarships(year wise details in last three years)		-
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	-
29	Number of capability enhanced and development schemes introduced by the department	10	7
30	Number of students receiving benefit from competitive exams in the department	10	-
31	Number of students placed in the last three years	20	-
32	Number of students pursuing higher education in last three years	20	-
33	Number of students who received national / international recognition in sports and cultural in last three years	15	Two Students cash awards from T.M. Govt. 10
34	Total number of alumni in the department and their vital contribution in last three years	4	-
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	One Teacher attended N. SS. Orientation . 2
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	25

The external experts are requested to record their comments based on the observation made:

1. All the Staff members are well Qualified
2. Student - Staff members Relationship are good
3. Dept have own library with all facilities
4. Teachers taught creative oriented Studies

Signatures: Name and Sign: 1


C. G. SHARU MEERAN

2

DR. AHILA

1. M.A (Tamil) (Gold Medalist)
2. President Award
Tamil - K.R. NARAYANAN
HISTORY - A.B.J. AbudKalam
3. BEST Speaker Award
(Australia - Melbourne)
 4. Best Speaker Award
American
5. Best teacher Award - Iino's club
6. Best Supporting faculty Award from
Rotary club, Zenth
7. Received award twice from the
health Minister for organising Blood camp
8. Award by Russian Cultural Centre on
International Women's day 2015 for
achievements in the field of Education
9. 'Dronacharya Award' by Iino's club
Madras city

10. "Assier thilakam" Award by Elumichalai
11. "Doctor M. Excellence Award" by Lions club
Mudras city
12. Gemini lions club - Best Service

DR. SATISHA PRIYA

1. BEST TEACHER Award

DR. BABY

1. Kanaru Nayagan Abatul Kalam viridhu

HEAD, DEPARTMENT OF LANGUAGES
PATRICIAN COLLEGE OF ARTS AND SCIENCE
CANAL BANK ROAD, GANDHI NAGAR,
ADYAR, CHENNAI-600 020.
Phone: 94429401362
www.patriciancollege.com

தமிழ்த்துறை சார்பில் 2018-2019 ஆண்டில் அனைத்துக்கல்லூரிகளுக்கிடையே நடைபெற்ற கலை இலக்கியப் போட்டிகளில் மாணவர்கள் பெற்ற சாதனைகள்

மாநில அளவில் பெற்ற பரிசுகள்

- ❖ ரபிலா ஹெரின் III பி ஏ(ஆங்கில இலக்கியம்) அவர்கள் சென்னைப் பல்கலைக்கழகம்-நூற்றாண்டு கடந்த வைர விழா சார்பில் 07.09.2018 அன்று நடைபெற்ற மாநில அளவிலான கட்டுரைப்போட்டியில் முதல் பரிசினைப்பெற்றார் முதல் பரிசுக்கான ரூ.10,000-த்தை மாண்புமிகு தமிழக முதல்வர் பழனிசாமி அவர்களிடம் பெற்றார்

- ❖ பரதகுமார் III பி எஸ் சி(கணிணி அறிவியல்) அவர்கள் தமிழ்நாடு அரசு-தமிழ் வளர்ச்சித்துறை சார்பில் 14.09.2018 அன்று சென்னையில் நடைபெற்ற மாநில அளவிலான கவிதைப்போட்டியில் முதல் பரிசு ரூ.10,000 பெற்றார்

அனைத்துக்கல்லூரிகளுக்கிடையேயான கலை இலக்கியப் போட்டிகள்

- ❖ பெட்சி ஜாய்ஸ் II பி எஸ் ஸி(கணிதம்), ஜானட் லினீட்டா II பி எஸ் ஸி(உளவியல்), அற்புதா II பி எஸ் ஸி(உளவியல்), சக்தி பிரியா I பி எஸ் ஸி(உளவியல்) ஆகியோர் கொண்ட குழு
ஸ்ரீ கன்யகா பரமேஸ்வரி மகளிர் கலை மற்றும் அறிவியல் கல்லூரி 07.09.2018 அன்று நடத்திய "தமிழ்பேசு தங்க காக" போட்டியில் மூன்றாம் பரிசினைப் பெற்றனர்
- ❖ பிராகுல் II எம் ஏ(ஆங்கில இலக்கியம்) அவர்கள் எம் ஒ.பி. வைணவ மகளிர் கல்லூரி 10.09.2018 அன்று நடத்திய "மு கரத்தைச் சேர்ப்போம் -2018" நிகழ்ச்சியில் நடைபெற்ற தனி நடிப்புப் போட்டியில்(நிங்க நல்லவரா கெட்டவரா) முதல் பரிசைப் பெற்றார்
- ❖ ரபிலா ஹெரின் III பி ஏ(ஆங்கில இலக்கியம்) அவர்கள் எம் ஒ.பி. வைணவ மகளிர் கல்லூரி 10.09.2018 அன்று நடத்திய "மு கரத்தைச் சேர்ப்போம் -2018" நிகழ்ச்சியில் நடைபெற்ற கட்டுரைப் போட்டியில் இரண்டாம் பரிசைப் பெற்றார்

PATRICIAN COLLEGE OF ARTS AND SCIENCE

26.3.2019

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2019

Department of Tamil

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	9
2	Number of certificate course offered by the department in the last three years	5	NA
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	4
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	Shift-I - 7 Shift-II - 3 In Shift-I - 700 } 8 In Shift-II - 300 }
5	Number of value added courses introduced by the department	15	12
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	8 Basic Tamil - 60 Advance Tamil - 120
7	Details of student - full time teacher ratio in the department	10	10
8	Total number of differently abled students enrolled in last three years	10	5
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	8
10	Student - mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D. during last three years	20	18 7 staff members Ph.D. completed Doing Ph.D. - 3, NET cleared
13	Teaching experience of full time teachers in last three years	10	9
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	awards received by staff members List enclosed. 10
15	Number of full time teachers from other states in last three years	20	N A
16	Internal assessment procedure and details	15	13
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	18
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	-
20	Number of teachers recognized as research guides in last three years	3	2
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	8
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	1500 Books 6 241 Conference - International 12 books published
23	Extension activity by the department in the neighbourhood community	20	Cancer, HIV patient, 20 Literacy programme for poor children.
24	Number of awards and recognition received for extension activities from government / recognized bodies during last three years	5	4
25	Number of students participating in extension activity against total number of students enrolled in the department	20	15
26	Number of MOU signed by the department in last three years	10	-
Criterion V Student Support and Progression			
27	Number of students benefited by	12	-

	government scholarships(year wise details in last three years)		-
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	NA
29	Number of capability enhanced and development schemes introduced by the department	10	8
30	Number of students receiving benefit from competitive exams in the department	10	-
31	Number of students placed in the last three years	20	-
32	Number of students pursuing higher education in last three years	20	-
33	Number of students who received national / international recognition in sports and cultural in last three years	15	10
34	Total number of alumni in the department and their vital contribution in last three years	4	-
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	2. one staff member attended NSS orientation class.
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	25

The external experts are requested to record their comments based on the observation made

1. All the Staff members have fully qualified.
2. Staff Members doing Guideship from various universities
3. Department have own library and also sufficient books.
4. Faculty members taught creative oriented studies
5. To improve the results the staff members take the Remedial coaching class and also Question Banks given.
6. Teachers actively participated in the Seminars, conferences and publishing books also. Library magazines are available with dept.

Signatures: Name and Sign: 1.


26.3.2019

2.

தமிழ்த்துறை சார்பில் 2018-2019 ஆண்டில் அனைத்துக்கல்லூரிகளுக்கிடையே நடைபெற்ற கலை இலக்கியப் போட்டிகளில் மாணவர்கள் பெற்ற சாதனைகள்

மாநில அளவில் பெற்ற பரிசுகள்

- ✧ ரபிலா ஹெரின் III பி.ஏ(ஆங்கில இலக்கியம்) அவர்கள் சென்னைப் பல்கலைக்கழகம்-நூற்றாண்டு கடந்த வைர விழா சார்பில் 07.09.2018 அன்று நடைபெற்ற மாநில அளவிலான கட்டுரைப்போட்டியில் முதல் பரிசினைப்பெற்றார்(முதல் பரிசுக்கான ரூ 10,000-த்தை மாண்புமிகு தமிழக முதல்வர் பழனிசாமி அவர்களிடம் பெற்றார்)
- ✧ பரதகுமார் III பி.எஸ்.சி(கணிணி அறிவியல்)அவர்கள் தமிழ்நாடு அரசு-தமிழ் வளர்ச்சித்துறை சார்பில் 14.09.2018 அன்று சென்னையில் நடைபெற்ற மாநில அளவிலான கவிதைப்போட்டியில் முதல் பரிசு ரூ 10,000 பெற்றார்

அனைத்துக்கல்லூரிகளுக்கிடையேயான கலை இலக்கியப் போட்டிகள்

- ✧ பெட்சி ஜாய்ஸ் II பி.எஸ்.ஸி(கணிதம்), ஜான்ட் லினீட்டா II பி.எஸ்.ஸி(உளவியல்), அற்புதா, II பி.எஸ்.ஸி(உளவியல்), சக்தி பிரியா I பி.எஸ்.ஸி(உளவியல்) ஆகியோர் கொண்ட குழு
ஸ்ரீ கன்யகா பரமேஸ்வரி மகளிர் கலை மற்றும் அறிவியல் கல்லூரி 07.09.2018 அன்று நடத்திய "தமிழ்பேசு தங்க காக" போட்டியில் மூன்றாம் பரிசினைப் பெற்றனர்.
- ✧ பிராகுல் II எம்.ஏ(ஆங்கில இலக்கியம்) அவர்கள் எம்.ஓ.பி வைணவ மகளிர் கல்லூரி 10.09.2018 அன்று நடத்திய "மூ கரத்தைச் சேர்ப்போம் -2018" நிகழ்ச்சியில் நடைபெற்ற தனிநடிப்புப் போட்டியில்(நங்க நல்லவரா கெட்டவரா) முதல் பரிசைப் பெற்றார்
- ✧ ரபிலா ஹெரின் III பி.ஏ(ஆங்கில இலக்கியம்) அவர்கள் எம்.ஓ.பி வைணவ மகளிர் கல்லூரி 10.09.2018 அன்று நடத்திய "மூ கரத்தைச் சேர்ப்போம் -2018" நிகழ்ச்சியில் நடைபெற்ற கட்டுரைப் போட்டியில் இரண்டாம் பரிசைப் பெற்றார்.

- ❖ ஸ்ரெயாஸ் II எம் ஏ.ஆங்கில இலக்கியம்) அவர்கள் எம்.ஓ.பி வைணவ மகளிர் கல்லூரி 10.09.2018 அன்று நடத்திய "மு கரத்தைச் சேர்ப்போம் -2018" நிகழ்ச்சியில் நடைபெற்ற ஒவியப்போட்டியில் முதல் பரிசைப் பெற்றார்
- ❖ ரூபன் பிரகாஷ் I பி.பி.ஏ. அவர்கள் தழல் இலக்கிய அமைப்பு 8.12.2018 அன்று சென்னையில் நடத்திய கட்டுரைப் போட்டியில் ஆறுதல் பரிசினைப் பெற்றார்
- ❖ பாரதி III பி.எஸ்.சி(கணிதம்), அவர்கள் தழல் இலக்கிய அமைப்பு 8.12.2018 அன்று சென்னையில் நடத்திய பேச்சுப் போட்டியில் மூன்றாம் பரிசினைப் பெற்றார்
- ❖ பரதகுமார் III பி.எஸ்.சி(கணிதப்பொறியியல்) அவர்கள் தர்மமூர்த்தி ராய் பகதூர் இந்து கல்லூரியில் 11.09.2018 அன்று நடைபெற்ற கவிதைப்போட்டியில் முதல் பரிசினைப் பெற்றார்
- ❖ பாரதி III பி.எஸ்.சி(கணிதம்), அவர்கள் வள்ளியம்மாள் மகளிர் கல்லூரி 2.2.2019 அன்று நடத்திய பேச்சுப் போட்டியில் முதல் பரிசினைப் பெற்றார்

சுபதிசுதன்

(அ. சத்தியமங்கலம்)

HEAD, DEPARTMENT OF LANGUAGES
PATRICIAN COLLEGE OF ARTS AND SCIENCE
CANAL BANK ROAD, GANDHI NAGAR,
ADYAR, CHENNAI-600 020.
Phone : 044-24431362
www.patriciancollege.edu.in

DR. AHILA

1. M.A (Tamil) (Gold Medalist)
2. PRESIDENT AWARD
TAMIL - K.R. NARAYANAN
HISTORY - A.B.J. ABUL KALAM
3. BEST SPEAKER AWARD
(Australia - Melbourne)
4. BEST SPEAKER AWARD
(America)
5. Best teacher Award - Indo's club
6. Best Supporting faculty Award from
Rotary club, 2enth
7. Received award twice from the
Health Minister for Organising Blood camp
8. Award by Russian cultural Centre on
International women's day 2015 for
Achievements in the field of Education
9. 'Dronacharya Award' by Lions club ~~Madras~~
Madras city

16. "A sinner Thilakam" Award by Elavie cholan
17. "Doctoral Excellence Award" by Lions club
Madras city
18. Jemini Lions Club - Best Service

DR. SATHIYA PRIYA

1. BEST TEACHER AWARD - Lions club.
~~Madras city~~

DR. BABY

கூடுதல் பற்றாமை அறிவு கல்வி கல்வி -
அறிவு கல்வி கல்வி கல்வி கல்வி
கல்வி கல்வி கல்வி கல்வி கல்வி

HEAD DEPARTMENT OF LANGUAGES
PATRICIAN DEPARTMENT OF SCIENCE
CANAL BANK OF MADRAS
ADAR - 1964
Phone - 1964
MADRAS UNIVERSITY

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, Monday, 25th MARCH 2019

Department of Visual Communication

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	2
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	4
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	9
5	Number of value added courses introduced by the department	15	5
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	5
7	Details of student – full time teacher ratio in the department	10	9
8	Total number of differently abled students enrolled in last three years	10	4
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	9
10	Student – mentor ratio in the department	10	9
11	Number of full time teachers against sanctioned posts during last three years	15	12

12	Number of full time teachers with Ph.D during last three years	20	10
13	Teaching experience of full time teachers in last three years	10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	5
15	Number of full time teachers from other states in last three years	20	NIL
16	Internal assessment procedure and details	15	13
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	15
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	NIL
20	Number of teachers recognized as research guides in last three years	3	NIL
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	6
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	NIL
23	Extension activity by the department in the neighborhood community	20	15
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	NIL
25	Number of students participating in extension activity against total number of students enrolled in the department	20	15
26	Number of MOU signed by the department in last three years	10	NIL
Criterion V Student Support and Progression			
27	Number of students benefited by	12	

	government scholarships(year wise details in last three years)		12
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	10
29	Number of capability enhanced and development schemes introduced by the department	10	8
30	Number of students receiving benefit from competitive exams in the department	10	NIL
31	Number of students placed in the last three years	20	10
32	Number of students pursuing higher education in last three years	20	10
33	Number of students who received national / international recognition in sports and cultural in last three years	15	5
34	Total number of alumni in the department and their vital contribution in last three years	4	NIL
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	4
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	25

The external experts are requested to record their comments based on the observation made:

1. MOU with media industries could be initiated.

2. Faculty participation in conferences, Refresher courses, FDPs need to be focussed.

3. Faculty need to be encouraged to complete Ph.D programme.

4. Alumni Activities in the department to be scaled up.

Signatures: Name and Sign: 1.

[Signature]
25/3/19
Dr S. ELANGUDU

2.

[Signature]
25/03/2019
(Dr. SUNITHA KUPPUSWAMY)

Patrician College of Arts and Science
Adyar,
Chennai – 600 020



**ACADEMIC AND
ADMINISTRATIVE AUDIT –
EXTERNAL
27TH MARCH 2018**

ACADEMIC YEAR 2017-2018


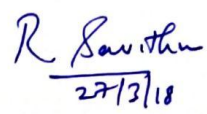
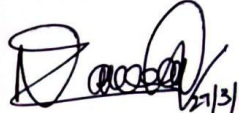

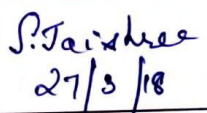
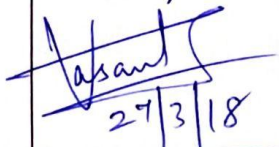


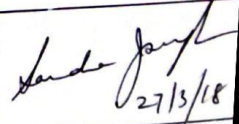
EXTERNAL ACADEMIC AUDIT – TUESDAY ,27TH MARCH 2018

S.No	Name of the External Expert & College	Mail id	Contact Number	Dept. to be audited
1	1. Dr.R.Savithri, Associate Prof & Head , Research Dept. of Commerce, SDNB Vaishnav College for Women	savi363@gmail.com	9884003660	Commerce & Corporate Secretaryship
2	2. Dr. John Xavier, Associate Prof & Head, Dept. of Commerce, Presidency College	xavier710@gmail.com	9444035114	
3	1. Dr.Zackariah, Associate Prof, Dept of Computer Science, Presidency College, Chennai	vennilarhymend@yahoo.co.in	9841970925	B.C.A & BSc Computer Science
4	2. Dr. Mary Vennila Associate Prof Dept. of M.C.A, Presidency College		9444150082	
5	1. Dr. Jayashree Head, Dept of Visual Communication, MOP Vaishnav College	jaicvs@yahoo.co.in	9884040018	Visual Communication
6	2. Mr.G.Vasanth, Head, Dept of Visual Communication & Journalism and Mass Communication, DG Vaishnav College	Gvasanth.dgvc@gmail.com	9952942001	
7	1. Dr. R.Moorthy, Retd. Principal, Presidency College	Drrm1957@gmail.com	9444316785	Mathematics
	2. Dr. M.A. Basker, Head, Dept of Mathematics, Loyola College	baskerma@gmail.com	9840499799	
8	1. Dr.Sandra Joseph, Associate Prof, Dept. of Social Work, Stella Maris College	Sanjose.smc@gmail.com	9840170746	Social Work
9	2. Dr. Miriam Samuel HOD and Asst Prof. Dept. of Social Work, MCC	miriamsamuel@mcc.edu.in	9884444172	

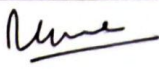
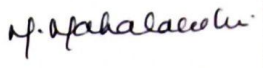

10	1. Mrs. Claramma Xavier, Associate Prof, Dept. of English, Loyola college		9790901351	English
11	2. Mrs. Jeyalakshmi Asst. Prof & Head, Dept. of English, MOP Vaishnav college	jailavenkat@gmail.com	9790985075	
12	1. Mrs. M. Vanishree Asst. Professor, Department of Business Administration Ethiraj College for Women Chennai	vanishreecanand@gmail.com	9551266404	BBA
13	2. Dr. Devamainathan Asst. Professor IDE University of Madras	Deva261073@gmail.com	9444167633	
14	1. Dr. Thamaraik Kannan, Associate Prof, Dept. of Tamil, Presidency College	b.thamaraikkannan@gmail.com	9941357869/7904788824	TAMIL
15	2. Dr. G. Shaik Meeran, Associate Prof, Dept. of Tamil, Presidency College	shaikmeerantamil@gmail.com	9443309940	
16	Dr. S. Shafivulla, Associate Prof, Dept of Hindi, The New College	Shaffi1945@gmail.com	9445730221	HINDI
17	Ms. M. Maragatha Gowri Professor, Dept. of French, Asan Memorial College for Arts and Science Chennai			FRENCH
18	1. Dr. Sarah Manickaraj, Associate Prof, Dept. of Psychology, Presidency College	drsarahas@gmail.com	9840040016	PSYCHOLOGY
19	2. Dr. Santhanakarthykeyan Asst. Prof. Dept. of Psychology, Presidency			
20	1. Dr. Uma, Associate Prof & Head, Dept. of Physical Education, Queen Mary's college	Umamanohar2011@gmail.com	9444439462	PHYSICAL EDUCATION

21	I. Mrs.M. Mahalakshmi, Librarian, Stella Maris College	smclibr@gmail.com	9884012699	LIBRARY
22	I. Dr. C. Jothi Venkateswaran, Principal, Govt. College, Perumbakkam	jothivenkateshwaran@yahoo.co.in	9444221123	ADMINISTRATIVE OFFICE

Patrician College of Arts and Science
Attendance for External Audit
27.03.2018

Name of the External Expert	Department subjected to External Audit	Signature
Dr. John Xavier, Associate Prof & Head, Dept. of Commerce, Presidency College	Department of Commerce	
Dr.R.Savithri, Associate Prof & Head, Research Dept. of Commerce, SDNB Vaishnav College for Women	Department of Commerce	 27/3/18
Dr.Zackariah, Associate Prof, Dept of Computer Science, Dr.Ambedkar College, Chennai	Department of Computer Science/ Computer Application	 27/3/18
Dr. Mary Vennila Asst Prof, Dept. of M.C.A, Presidency College	Department of Computer Science/ Computer Application	 27/3/18
Dr. Jayashree <i>Dr. S. JAISHREE</i> Head, Dept of Visual Communication, MOP Vaishnav College	Department of Visual Communication	 27/3/18
Ms.G.Vasanth, Head, Dept of Visual Communication & Journalism and Mass Communication, DG Vaishnav College	Department of Visual Communication	 27/3/18
Dr. R.Moorthy, Retd. Principal Presidency College	Department of Mathematics	
Dr. M.A. Basker, Head, Dept of Mathematics, Loyola College	Department of Mathematics	
Dr.Sandra Joseph, Associate Prof, Dept. of Social Work, Stella Maris College	Department of Social Work	 27/3/18

Dr. Miriam Samuel HOD and Asst Prof, Dept. of Social Work MCC	Department of Social Work	<i>S. Miriam</i>
Mrs. Claramma Xavier, Associate Prof, Dept. of English, Loyola College	Department of English	<i>Claramma Xavier</i>
Mrs. Jeyalakshmi Asst. Prof & Head Dept. of English, MOP Vaishnav College	Department of English	<i>R. Jeyalakshmi</i>
Dr. Thamarai Kannan, B. Associate Prof, Dept. of Tamil, Presidency College	Department of Tamil	<i>Thamarai Kannan</i> 27/3/18
Dr. G. Shaik Meeran, Associate Prof, Dept. of Tamil, Presidency College	Department of Tamil	<i>G. Shaik Meeran</i>
Dr. S. Shafivulla, Associate Prof, Dept of Hindi, The New College	Department of Hindi	<i>S. Shafivulla</i>
Ms. M. Maragatha Gowri Professor, Dept. of French, Asan Memorial College for Arts and Science Chennai	Department of French	<i>M. M. Maragatha Gowri</i>
Dr. Sarah Manickaraj, Associate Prof, Dept. of Psychology, Presidency College	Department of Psychology	<i>Sarah Manickaraj</i> 27/3/18
Dr. Santhana Karthikeyan Asst. Professor, Department of Psychology Presidency College Chennai	Department of Psychology	<i>Dr. S. Karthikeyan</i> 27/3/2018
Mrs. M. Vanishree Asst. Professor, Department of Business Administration Ethiraj College for Women Chennai	Department of Business Administration	<i>M. Vanishree</i>
Dr. Devamainathan Asst. Professor DE University of Madras	Department of Business Administration	<i>B. Devamainathan</i>

Dr. Uma, Associate Prof & Head, Dept. of Physical Education, Queen Mary's College	Department of Physical Education	
Mrs.M. Mahalakshmi, Librarian, Stella Maris College Chennai	Library	
Dr. C. Jothi Venkateswaran, Principal, Govt .College, Perumbakkam	Adminstrative Office	

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT

PROPOSAL

As per NAAC requirement, since the conduct of External Academic Audit is mandatory. Hence, it is proposed to conduct the Audit by inviting External Subject Experts from various other Higher Education Institutions. The estimated expenses for the same are as under:

No. of Subject Experts to be invited for Auditing:	22 * Rs.2500/-	=	Rs.55000/-
Lunch	22 * Rs.200/-	=	Rs. 4400/-
Postal Charge		=	Rs. 600/-
Total Expenditure			<hr/> Rs. 60000/- <hr/>

8/10/2019

[Signature]
19/1/19

Patrician College of Arts & Science

External Audit - 27/03/2018

Dear HODs,

Kindly acknowledge the receipt of honorarium, attendance certificate, vouchers & the questionnaire

BCA - } Received
BSc (CS) - } 26/3/18

B.Com (g) - } 26/3/18
B.Com (CS) - } 26/3/18

BBA - 26/3/18

BSc (VC) - 26/3/18

BA (Eng) - 26/3/18

BSc (Maths) - 26/3/18

BSc (Psy) - 26/3/18

BSW / MSW - 26/3/18

Tamil - 26/3/18

Hindi - 26/3/18

French - 26/3/18

Physical education - 26/3/18

Library - 26/3/18

Administrative office - 26/3/18

J 2018/19

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	
2	Number of certificate course offered by the department in the last three years	5	
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	
5	Number of value added courses introduced by the department	15	
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	
7	Details of student – full time teacher ratio in the department	10	
8	Total number of differently abled students enrolled in last three years	10	
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	
10	Student – mentor ratio in the department	10	
11	Number of full time teachers against sanctioned posts during last three years	15	

12	Number of full time teachers with Ph.D during last three years	20	
13	Teaching experience of full time teachers in last three years	10	
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	
15	Number of full time teachers from other states in last three years	20	
16	Internal assessment procedure and details	15	
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	
18	Details of result analysis and pass percentage of students	20	

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	
20	Number of teachers recognized as research guides in last three years	3	
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	
23	Extension activity by the department in the neighbourhood community	20	
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	
25	Number of students participating in extension activity against total number of students enrolled in the department	20	
26	Number of MOU signed by the department in last three years	10	

Criterion V Student Support and Progression

27	Number of students benefited by	12	
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	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	
29	Number of capability enhanced and development schemes introduced by the department	10	
30	Number of students receiving benefit from competitive exams in the department	10	
31	Number of students placed in the last three years	20	
32	Number of students persuing higher education in last three years	20	
33	Number of students who received national / international recognition in sports and cultural in last three years	15	
34	Total number of alumni in the department and their vital contribution in last three years	4	
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	

The external experts are requested to record their comments based on the observation made:


Signatures: Name and Sign: 1.

2.

Patrician College of Arts and Science
Department of Computer Applications
External Academic Audit-Mar 2018
Action Taken Report

1)	Some faculty rush through the portions to complete the syllabus.	Extra classes will be taken to complete the syllabus.
2)	Maths subjects to be taken with good number of problem solving	We are working with more number of problems in each unit according to syllabus and also emphasizing on the frequently asked questions in the question paper and as an improvement we will add some more problems from the next academic year 2018-2019.(Maths Department)
3)	Accounts subjects teacher have to take extra care in introducing their subjects with simple introductory classes about it	Beginning of the next academic year 2018-2019 introductory orientation will be given for accounts subjects.(Commerce Department)
4)	Certificate courses Can be organized by the Department at lower cost	Certificate courses will be initiated from the next academic year 2018-2019.

with the approval
of VGM.


07/04/18
(Dr. B. SUBBULAXSHMI)

ACADEMIC AUDIT

ACTION TAKEN REPORT

S.No.	Department/office	Suggestions	Action Taken
3	BBA	<p>1. Staff should be encouraged to go for Orientation and Refresher Courses</p> <p>2. HOD should enroll for Ph.D</p> <p>3. Student involvement can be stimulated thru Case study analysis, role play and Guest Lecture etc.</p> <p>4. Initiative to conduct Conferences and Seminars.</p> <p>5. Students should be encouraged to take up Certificate and Value added Courses.</p>	<p>1. Policy is being put in place by Management for the same</p> <p>Currently searching for guide</p> <p>Listed in Action plan for coming year</p> <p>Listed in Action plan for coming year</p> <p>HOD to discuss principal about starting Certificate and Value added courses by the department</p>


 05/04/2018

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT: An IQAC Initiative
TUESDAY, 27/03/2018

ACTION TAKEN REPORT

As an initiative to enhance quality of education, a daylong External Academic and Administrative Audit were conducted at Patrician College of Arts and Science on 27/03/2018. 23 Subject experts, of varied disciplines, Serving Principals, a librarian and a Professor of Physical Education, were invited from renowned city colleges to conduct the administrative and academic audit, inspect the records and hold In-Camera discussions with the students.

The audit commenced at 9:30am and extended till 5.30 pm. After thorough examination of records and documents in the department, discussion with the faculty and interaction with the students, a confidential report was submitted to the Principal by the external experts. Suggestions and recommendations were discussed with the Principal, based on the observations made during the audit session.

Following recommendations were made by the external experts:

Department/office	Suggestions	Action Taken
B.Sc Viscom	1. Photography trips can be arranged twice a year	Photography trips are arranged in the upcoming academic year 2018-19
	2. More Guest Lectures and workshops needed for Industry connect	Guest lectures and workshop are added for academic year 2018 -19 Alumni's will also be invited as resource people.
	3. Faculty enrichments strategies needed for Paper Presentation and Publications	Faculties are advised to publish minimum of two papers per semester.

EXTERNAL ACADEMIC AUDIT

Following recommendations were made by the external experts:

Department/office	Suggestions	Action Taken
Social Work	Course schedules to be followed as per the prescribed syllabus	Instruction had given to the faculty and instructed to submit the lesson plan based on syllabus
	Faculty to be encouraged to complete Research	Given orientation to the faculty members regarding importance of research publications. Each faculty should publish minimum one research publication in one semester.
	Ensure that BSW / MSW programme/ Course Outcome to be displayed on the web site	Planning to get a sub domain for the department of social work to upload the programme outcome and the activities of the department.
	At the UG level. More effective teaching learning methodology to be adopted	More practical oriented teaching has planned. The UG students will be given exposure through rural camps.
	More skill development programme such as Communication Skills particularly in English	A certificate course is planning in speaking, writing and presentation skills in first year in department level in 2018-19 onwards.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT

ACTION TAKEN REPORT

Department	Suggestions	Action Taken
Psychology	1. Tutorial record to be maintained	Tutorial record having particulars namely request from the student, the concept and the concerned teacher will be prepared from forthcoming academic year 2018-2019.
	2. Books and journals for the department to be purchased	The library is updated every year with new books and journal for each department. In addition, a list of books and journals relevant to B.Sc Psychology will be prepared and submitted to library for purchase.

EXTERNAL ACADEMIC AUDIT

Following recommendations were made by the external experts:

Department/office	Suggestions	Action Taken
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EXTERNAL ACADEMIC AUDIT

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PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT

ACTION TAKEN REPORT



Department	Suggestions	Action Taken
Psychology	1. Tutorial record to be maintained	Tutorial record having particulars namely request from the student, the concept and the concerned teacher will be prepared from forthcoming academic year 2018-2019.
	2. Books and journals for the department to be purchased	The library is updated every year with new books and journal for each department. In addition, a list of books and journals relevant to B.Sc Psychology will be prepared and submitted to library for purchase.

DEPARTMENT OF ENGLISH
ACTION TAKEN REPORT ON THE EXTERNAL ACADEMIC
AUDIT – 2017 – 2018

JSK

SNO	SUGGESTION	ACTION TAKEN REPORT
1.	Compulsory weekly library hour is Recommended	Library hours for UG/PG will be incorporated for B.A. and M.A. students

Lakshmi
7/4/2019
Mrs. Lakshmi Kumari
Dept of English

7/6/4
to 8/2018

DEPARTMENT OF MATHEMATICS

**ACTION PLAN BASED ON THE SUGGETIONS GIVEN BY EXTERNAL
ACADEMIC AUDIT HELD ON 27.03.2018**

The following suggestions given by the external expert during the academic audit held on 27.03.2018 were noted down by the department and discussion were held based on the suggestions pointed out and the following action plan is initiated and will be followed from the next academic year 2018-2019

Suggestions	Action Taken
1. The syllabus must be completed well in advance to enable the students to have sufficient time to prepare for University Exams.	We tried our level best to complete but due to the short even semester we are unable . We will ensure that the syllabus will be completed well before from next year 2018-19
2. Some teachers have to prepare themselves before taking classes	We have noted down and necessary measures will be taken from next year.
3. Interactions between students and teachers must be encouraged	We normally actively coordinate with the students . But as there is a request we will further improve
4. Portions for the Internal assessment examination may be informed well in advance and should be within the content already taught.	We usually plan the portions for CIA and other examinations . We will ensure that it will be better done from next year.

5. Slow learners and weak students may be identified and special attention must be given to them

We have conducted special classes for all the students taking into consideration the difficulty level of the subjects after 1.30 p.m and we were also following mentoring system where each of the staff is assigned with some students to monitor. Any how we will ensure on further improvements.

6. Encourage the student to appear for competitive examinations and students should be provided with the information on career guidance and opportunities available to them in higher studies

We provide them with sufficient information regarding higher education and competitive examination . we also had a special discussion with the students and provided them question papers for competitive/higher education. We also motivated the students to join in TNPSC coaching and NPTEL programmes. Further initiative will be taken in this year

Date:06.04.2018


Signature of Head of the department

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	
2	Number of certificate course offered by the department in the last three years	5	
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19	Number of research projects undertaken by the teachers in the department	3	
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21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	
23	Extension activity by the department in the neighbourhood community	20	
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	
25	Number of students participating in extension activity against total number of students enrolled in the department	20	
26	Number of MOU signed by the department in last three years	10	
Criterion V Student Support and Progression			
27	Number of students benefited by	12	

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	
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30	Number of students receiving benefit from competitive exams in the department	10	
31	Number of students placed in the last three years	20	
32	Number of students pursuing higher education in last three years	20	
33	Number of students who received national / international recognition in sports and cultural in last three years	15	
34	Total number of alumni in the department and their vital contribution in last three years	4	
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	

The external experts are requested to record their comments based on the observation made:

Signatures: Name and Sign: 1.

2.

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT: An IQAC Initiative

TUESDAY, 27/03/2018

ACTION TAKEN REPORT

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The audit commenced at 9:30am and extended till 5.30 pm. After thorough examination of records and documents in the department, discussion with the faculty and interaction with the students, a confidential report was submitted to the Principal by the external experts. Suggestions and recommendations were discussed with the Principal, based on the observations made during the audit session.

Action to be taken by the Management:

Based on the observations and recommendations made by the external experts, the following issues are represented to the Management for further consideration:

Issues pertaining to Individual Departments:

IO	Department	Recommendations Made	Action Taken
	English	1. Streaming the students according to languages competence must be tried	
	Psychology	1. Lab assistant should be appointed 2. Lab instruments to be updated 3. Books and journals for the department to be purchased	
	Tamil	1. Recommendation to start major in B.A Tamil	
	Library	1. All students of the college to be made member as the Library 2. College identity card to be used as Library Card which is bar coded	
	Physical Education	1. A separate marker should be appointed 2. Separate room may be allocated for fixing the GYM and fitness equipments 3. Multipurpose hall for indoors games training	

Issues pertaining to all departments:

NO	Department	Recommendations Made	Action Taken
	Issues applicable for all the departments	<ol style="list-style-type: none"> 1. A separate Psychologist , counselor should be appointed. 2. Department should take up extensions activity 3. Printer should be provided in the Department 4. Alumni network can be improved. 	

Recommendation made for administration:

O	Recommendations Made	Action Taken
	1. Permission should be marked as P in the register & Marking LLP (Leave on loss of Pay) may be avoided.	Instruction given to office administrator to mark only P for permission & leave in staff attendance register
	2. Steps should be taken to create NCC unit	Application for NCC unit is pending for nearly 2 years
	3. Departmental extension activity for students should be strengthened	Hods have been instructed regarding extension activities.
	4. ERP & KRC (knowledge Resource Centre) should be initiated	ERP & KRP work initiated
	5. FDP should be conducted for each department	FDP for all faculties is conducted on regular basis. Conduction FDP for individual department is not feasible.

<p>6. Staff should be encouraged to go for orientation and refresher courses</p>	<p>Policy decision has been made as to permit faculty who join as fresher to attend orientation program and seniors in the department will be permitted to attend refresher courses.</p>
<p>7. Non autonomous affiliated college having posts such as Vice Principal and deans may create unhealthy trend in administration. It may be streamlined or avoided.</p>	

Dr. C.JOTHI VENKATESWARAN
Principal,
Government Arts and Science College,
Perumbakkam, Chennai-600 131.

27.03.2018

[Handwritten signature]
[Handwritten signature]

REPORT ON ACADEMIC AUDIT OF COLLEGE ADMINISTRATION

The Administrative activities of the Patrician College of Arts and Science College, Adyar, Chennai-600 020 has been audited on **27.03.2018** by myself and reported the following:

1. Admissions

- Application format and Prospectus are self explanatory and informative.
- Students are admitted according to the university guidelines.
- Minority and Reservation norms followed strictly
- Enrolment of girl students is appreciated
- Fees collected as per university norms
- Waiving of fee for downtrodden students is well appreciated
- Good number of SC/ST students enrolment

2. General Administration

- The DCEs and RJDCEs communications are responded in time.
- The regular activities of the college are properly circulated among the staff and students by the Principal through periodical circular.
- Facilities open up to a world of new skills, abilities and knowledge
- Many events were organised for students to orient about the culture and life

3. Examination

- The work of the Examination wing is excellent
- The workload should be reduced at least two hours from the existing allotment for honouring the restless work of the examination team.
- Centralized Model Examination system is appreciated.

4. Maintenance of Attendance

- Name of the holiday should be mentioned.
- Separate Late Register should be maintained
- Permission should be marked as "P" in the Register.
- Marking of LLP (Leave on Loss of Pay) may be avoided.

5. Student Affair

- Basic amenities for Boys and Girls are good.
- Student Insurance scheme is implemented.
- Sizable students are benefited / claimed by the Insurance scheme.
- The students are made aware of the purpose of their study by having career fairs.
- Extra-curricular activities such as cultural, sports, competitions etc., conducted periodically.
- Continuous feedback at every semester will enable the learning process.
- Documentation of student activities should be maintained properly.

6. Dean (Academic)

- The system of implementing semester wise lesson plan is highly appreciable.
- Systematic plan for revision and followed it strictly.
- The workload of each staff member is periodically assessed.
- Subject wise examination result is analysed
- Mentor system is followed.
- Documents maintained properly.
- Departmental activities for students should be strengthened.

7. Role of Academic Council Member

- The role of Academic Council Member regarding academic activities to/from the University is appreciated.

8. IQAC

- Assessment of Teaching Learning methods periodically
- ICT enabled classes should be strengthened
- Usage of smart class room should be insisted.
- Documentation should be properly pooled in.

9. NSS

- Regular activities are conducted
- Annual camps are conducted
- Rally, Blood donation, Street play and Awareness programmes are conducted periodically.
- NSS unit should be increased.

10. NCC

- The college authority should take steps to create NCC unit.

11. Maintenance of Campus

- Well maintained green and clean campus.
- Security systems are properly managed
- Student canteen is maintained hygienically.
- Student discipline in the campus is good.

12. General Information

- This non autonomous affiliated college having posts such as Vice Principal and Deans may create unhealthy trend in administration. It may be streamlined or avoided.
- ERP & KRC (Knowledge Resource Centre) should be initiated.

Chennai-20
27.03.2018


Dr. C.JOTHI VENKATESWARAN
PRINCIPAL

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of B.C.A

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	10
2	Number of certificate course offered by the department in the last three years	5	0
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	1
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	0
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	1
7	Details of student - full time teacher ratio in the department	10	8
8	Total number of differently abled students enrolled in last three years	10	0
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	10
10	Student - mentor ratio in the department	10	10
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	3
13	Teaching experience of full time teachers in last three years	10	9
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	0
15	Number of full time teachers from other states in last three years	20	0
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	10
18	Details of result analysis and pass percentage of students	20	15

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	0
20	Number of teachers recognized as research guides in last three years	3	0
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	1
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	6
23	Extension activity by the department in the neighbourhood community	20	10
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	0
25	Number of students participating in extension activity against total number of students enrolled in the department	20	20
26	Number of MOU signed by the department in last three years	10	10

Criterion V Student Support and Progression

27	Number of students benefited by	12	10
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	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	1
29	Number of capability enhanced and development schemes introduced by the department	10	7
30	Number of students receiving benefit from competitive exams in the department	10	3
31	Number of students placed in the last three years	20	5
32	Number of students pursuing higher education in last three years	20	2
33	Number of students who received national / international recognition in sports and cultural in last three years	15	1
34	Total number of alumni in the department and their vital contribution in last three years	4	4
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	5
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	30

The external experts are requested to record their comments based on the observation made:

Lesson plan, hourly plan for each subject - using new teaching aid like PPT is appreciable. Student-staff relationship is good. Remedial classes organised by department. Faculty is a good initiative. It is suggested to the faculty to take bridge courses, & to organise workshops & conferences in near future. It is observed that department faculty members have no co-ordination in official functioning.

Signatures: Name and Sign: 1.

Dr. (Mrs.) S. MARY VENNILA
ASSOCIATE PROFESSOR
DEPARTMENT OF COMPUTER SCIENCE
PRESIDENCY COLLEGE
CHENNAI - 600 005.

2. Dr. N. ZACKARIAH

Dr. N. ZACKARIAH, MCA, M.Phil., Ph.D.,
Assistant Professor
Department of Computer Science
Presidency College (Autonomous)
Chennai - 600 005.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : ..BCA.....

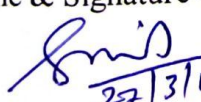
Students are very active and Interactive. Their request is not to collect money (Rs. 50) for vehicle parking. Water facility to be improved.

Makes Subjects to be taken with good notes problem solving. Accounts subjects teacher have to take extra care in introducing their subject with simple introductory class about it.

Some of teachers are rushing the portions to complete. It makes to them its difficult to understand the topic.

Canteen facility - space to be extended. Promote them to participate in Intercollegiate Competitions and Competitions Rooms - requesting attendance for them.

Name & Signature of External Expert


27/3/18
DR. (MRS.) S. MARY VENNILA
ASSOCIATE PROFESSOR
DEPARTMENT OF COMPUTER SCIENCE
PRESIDENCY COLLEGE
CHENNAI - 600 005.


27/3/18
DR. N. ZACKARIAH, MCA., M.Phil., Ph.D.,
Assistant Professor
Department of Computer Science
Presidency College (Autonomous)
Chennai, Chennai - 600 005.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of ... B.Sc. (Computer Science)

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	10
2	Number of certificate course offered by the department in the last three years	5	0
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	2
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	0
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	0
7	Details of student - full time teacher ratio in the department	10	8
8	Total number of differently abled students enrolled in last three years	10	0
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	10
10	Student - mentor ratio in the department	10	10
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	0
13	Teaching experience of full time teachers in last three years	10	9
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	0
15	Number of full time teachers from other states in last three years	20	0
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	10
18	Details of result analysis and pass percentage of students	20	13

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	0
20	Number of teachers recognized as research guides in last three years	3	0
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	1
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	4
23	Extension activity by the department in the neighbourhood community	20	19
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	0
25	Number of students participating in extension activity against total number of students enrolled in the department	20	20
26	Number of MOU signed by the department in last three years	10	8

Criterion V Student Support and Progression


27	Number of students benefited by	12	4
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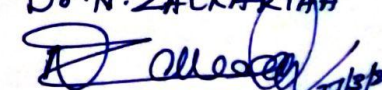
	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	2
29	Number of capability enhanced and development schemes introduced by the department	10	4
30	Number of students receiving benefit from competitive exams in the department	10	4
31	Number of students placed in the last three years	20	4
32	Number of students pursuing higher education in last three years	20	4
33	Number of students who received national / international recognition in sports and cultural in last three years	15	1
34	Total number of alumni in the department and their vital contribution in last three years	4	4
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	5
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	30

The external experts are requested to record their comments based on the observation made:

Record maintenance is appreciable. Conducting Seminars Inter departmental Competitions as well as with departments is a good practice.
 Conducting S/W & H/W Paper creation aware in the current field of study. In Students Perspective Newsletter Circulation within the department is a good initiative of the staff. Handwriting of skilled HOD & Faculty members are the strength of the Dept & College.

Signatures: Name and Sign: 1.


 (Mrs) S. MARY VENNILA
 ASSOCIATE PROFESSOR
 DEPARTMENT OF COMPUTER SCIENCE
 PRESIDENCY COLLEGE
 CHENNAI - 600 005.

2. 
 Dr. N. ZACKARIAH
 Assistant Professor
 Department of Computer Science
 Presidency College (Autonomous)
 Chepauk, Chennai - 600 005.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of B.Com. (General) & ATF & M.Com

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	2
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	3
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	10
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	6
7	Details of student - full time teacher ratio in the department	10	7
8	Total number of differently abled students enrolled in last three years	10	3
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	6
10	Student - mentor ratio in the department	10	4
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	12
13	Teaching experience of full time teachers in last three years	10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	NIL
15	Number of full time teachers from other states in last three years	20	10
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	5
18	Details of result analysis and pass percentage of students	20	10

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	NIL
20	Number of teachers recognized as research guides in last three years	3	2
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	2
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	4
23	Extension activity by the department in the neighbourhood community	20	15
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	NIL
25	Number of students participating in extension activity against total number of students enrolled in the department	20	12
26	Number of MOU signed by the department in last three years	10	3

Criterion V Student Support and Progression

27	Number of students benefited by	12	
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	government scholarships(year wise details in last three years)		8
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	8
29	Number of capability enhanced and development schemes introduced by the department	10	6
30	Number of students receiving benefit from competitive exams in the department	10	8
31	Number of students placed in the last three years	20	12
32	Number of students pursuing higher education in last three years	20	10
33	Number of students who received national / international recognition in sports and cultural in last three years	15	10
34	Total number of alumni in the department and their vital contribution in last three years	4	3
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	1
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	20

The external experts are requested to record their comments based on the observation made:

The department ensures effective curriculum delivery through a planned process. Quality of teaching learning process is appreciable. Student card and systematic allotment of students will ensure effective teaching. A separate psychologist counselling should be appointed. Students' achievement can be displayed in the website. Management can fund student with research projects. M.O.V.s should be increased and should be standardized format. Departments should take up extension activity. More faculty can obtain M.Phil. Guidance. One support staff needed for the department. Staff should be encouraged to go

Signatures: Name and Sign: 1.

1. R. Santhi R. Santhi
27/3/18

2.

27/3/18
27/3/18

for orientation and refresher course. Rules
should be provided for each department. More
should be available in the Department library.
Should be conducted for each department. More
rooms are needed.

Peer coaching, peer counselling, train the trainee
programs, Alumni support is appreciated. Cash
can be given for staff finally PhD, Scopus publication
On line ^{Arthanidya - Tally course} can be offered to the students
(e palm leaf - Bangalore)

There is an alarming decrease in pass percentage
and necessary steps should be taken to improve
pass percentage. MOU's can be signed with Institute of Cost
India, Madras Management Association

R. Savitha
Dr. R. Savitha 27/3/18


DR MRS JOHN XAVIER

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : ... of ... B. Com (General) & / F & M. Com

1. Students appreciated the quality of teaching by the faculty

2. They were satisfied with good infrastructure facilities. Rest rooms for girls should be hygienic and good sanitary facilities should be improved.

Strict steps should be taken to curb mosquito menace

Canteen can be relocated in another place

1 year orientation and socialising is good

In certain subjects absences are given marks only to certain students to increase their internal marks

Name & Signature of External Expert

Dr R Santhi

R-Santhi
27/3/18

DR MS JOHN XAVIER

During 1.0

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of BUSINESS ADMINISTRATION

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	3
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	3
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	8
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	5
7	Details of student - full time teacher ratio in the department	10	8
8	Total number of differently abled students enrolled in last three years	10	5
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	5
10	Student - mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	12

12	Number of full time teachers with Ph.D during last three years	20	0
13	Teaching experience of full time teachers in last three years	10	10
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	10
15	Number of full time teachers from other states in last three years	20	0
16	Internal assessment procedure and details	15	12
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	16
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	0
20	Number of teachers recognized as research guides in last three years	3	0
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	4
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	4
23	Extension activity by the department in the neighbourhood community	20	12
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	4
25	Number of students participating in extension activity against total number of students enrolled in the department	20	16
26	Number of MOU signed by the department in last three years	10	6

Criterion V Student Support and Progression			
27	Number of students benefited by government scholarships(year wise details in last three years)	12	10
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	10
29	Number of capability enhanced and development schemes introduced by the department	10	6
30	Number of students receiving benefit from competitive exams in the department	10	6
31	Number of students placed in the last three years	20	14
32	Number of students pursuing higher education in last three years	20	4
33	Number of students who received national / international recognition in sports and cultural in last three years	15	8
34	Total number of alumni in the department and their vital contribution in last three years	4	2
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	0
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	20

The external experts are requested to record their comments based on the observation made:

One faculty member may be appointed at the earliest. The faculty members are encouraged to attend orientation and refresher programmes conducted by university. H.O.D may register the ph.D. programme.

Signatures: Name and Sign: 1.

Dr. B. DEVENINDRAN
Asst. Prof., DDE,
UNW. of MODRAT.

2.

PATRICIAN COLLEGE OF ARTS AND SCIENCE


EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : BBA

1. students are highly satisfied with the teaching methodology.
2. students are able to follow the lecture delivered by the Prof. Professors.
3. students have high regards for the Department, teachers and the college.
4. students opined that there is a good consistency in the curriculum of the Department.
5. they also highlighted that the Department takes necessary measures to give them practical exposures.
6. As far as students' project is concerned, an in-depth knowledge in research is required.

Name & Signature of External Expert

M. VANISHREE 

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of BUSINESS ADMINISTRATION

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	9
2	Number of certificate course offered by the department in the last three years	5	4
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	5
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	9
5	Number of value added courses introduced by the department	15	12
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	8
7	Details of student - full time teacher ratio in the department	10	10
8	Total number of differently abled students enrolled in last three years	10	10
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	10
10	Student - mentor ratio in the department	10	9
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	
13	Teaching experience of full time teachers in last three years	10	17
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	10
15	Number of full time teachers from other states in last three years	20	12
16	Internal assessment procedure and details	15	NA
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	15
18	Details of result analysis and pass percentage of students	20	10
			18

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	3
20	Number of teachers recognized as research guides in last three years	3	NA
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	7
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	6
23	Extension activity by the department in the neighbourhood community	20	15
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	3
25	Number of students participating in extension activity against total number of students enrolled in the department	20	15
26	Number of MOU signed by the department in last three years	10	8

Criterion V Student Support and Progression			
27	Number of students benefited by government scholarships(year wise details in last three years)	12	12
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	12
29	Number of capability enhanced and development schemes introduced by the department	10	8
30	Number of students receiving benefit from competitive exams in the department	10	8
31	Number of students placed in the last three years	20	12
32	Number of students pursuing higher education in last three years	20	18
33	Number of students who received national / international recognition in sports and cultural in last three years	15	12
34	Total number of alumni in the department and their vital contribution in last three years	4	3
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	3
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	25

The external experts are requested to record their comments based on the observation made:

Observations & Recommendations: ① Initiatives can be undertaken to issue Newsletters ② International / National seminars / conferences can be arranged to provide good exposure to the students. ③ To stimulate student involvement in the subject, Case study analysis / Roleplay / Guest lectures can be employed for the betterment of the students. ④ Steps to be taken to inculcate research in interest of the students.

BEST PRACTICES: ① Students are encouraged to take up certificate courses / value added courses ② Weak students are identified & well trained

Signatures: Name and Sign: 1.

1. M. VANISHREE

L.V.62

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : Business Administration

I had interaction with first year and third year students. The third year students ~~to~~ have the interest to go for higher studies. Some are interested to go for a job. The students are cooperative and have a good opinion about the faculty members.

Some ~~of~~ the first year students complained that they are not allowed to carry the mobile phone with them. They need to carry the phone at least during the college functions if possible. The students have high regard about the staff members.



Name & Signature of External Expert

Dr. B. Devagandhan

Viscom

29/3/18

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	5
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	0
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	8
5	Number of value added courses introduced by the department	15	0
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	6
7	Details of student - full time teacher ratio in the department	10	10
8	Total number of differently abled students enrolled in last three years	10	10
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	9
10	Student - mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	0
13	Teaching experience of full time teachers in last three years	10	10
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	0
15	Number of full time teachers from other states in last three years	20	0
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	10
18	Details of result analysis and pass percentage of students	20	20

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	0
20	Number of teachers recognized as research guides in last three years	3	0
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	6
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	0
23	Extension activity by the department in the neighbourhood community	20	0
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	0
25	Number of students participating in extension activity against total number of students enrolled in the department	20	0
26	Number of MOU signed by the department in last three years	10	0

Criterion V Student Support and Progression

27	Number of students benefited by	12	12
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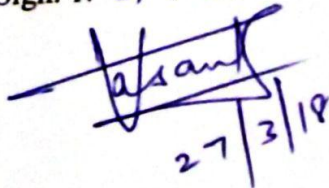
	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	12
29	Number of capability enhanced and development schemes introduced by the department	10	10
30	Number of students receiving benefit from competitive exams in the department	10	0
31	Number of students placed in the last three years	20	15
32	Number of students pursuing higher education in last three years	20	10
33	Number of students who received national / international recognition in sports and cultural in last three years	15	5
34	Total number of alumni in the department and their vital contribution in last three years	4	2
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	0
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	25

The external experts are requested to record their comments based on the observation made:

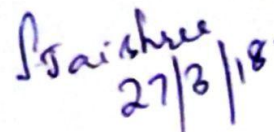
Dept records are maintained well. Media Infrastructure is good.

Recommended- Photography trips- 1 day, twice a year.
More Guest lectures & Workshops for Industry Connect
Faculty Enrichment Strategies / Paper Presentation & Pub
Alumni networking can be improved.

Signatures: Name and Sign: 1. G. Vasanth


27/3/18

2. S. Jaishree


27/3/18

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : Visual Communication

Students are satisfied with the faculty team. They are happy with the hands on experience provided to them. Infrastructure is good. Approach of faculty towards students is good. Students are comfortable with the teaching methodologies adopted. No further recommendations emerged out of the interaction.

Name & Signature of External Expert

Vasanth G. Vasanth

S. Sairishree

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of B.Com - Corporate Secretaryship

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	2
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	2
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	10
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	2
7	Details of student - full time teacher ratio in the department	10	5
8	Total number of differently abled students enrolled in last three years	10	NIL
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	6
10	Student - mentor ratio in the department	10	4
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	NIL
13	Teaching experience of full time teachers in last three years	10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	10
15	Number of full time teachers from other states in last three years	20	NIL
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	5
18	Details of result analysis and pass percentage of students	20	10
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	NIL
20	Number of teachers recognized as research guides in last three years	3	1
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	NIL
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	2
23	Extension activity by the department in the neighbourhood community	20	15
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	NIL
25	Number of students participating in extension activity against total number of students enrolled in the department	20	10
26	Number of MOU signed by the department in last three years	10	3
Criterion V Student Support and Progression			
27	Number of students benefited by	12	

department staff should be encouraged to go for orientation and refresher courses. Printer should be provided for each department. More books should be available in the department library. FDD should be conducted for each department. More smart class rooms are needed.

Peer coaching, peer counselling, train the trainer programs, Alumni support is appreciated. Cash can be given for staff finishy PhD, degree publications. Online Authoridge - a palm leaf tally course can be offered.

There is an alarming decrease in pass percentage and necessary steps should be taken to improve pass percentage. MOU's can be signed with Institute of Education and Madras Management Association.

R. Savithri
22/3/18

Dr R. SAVITHRI

Savithri
27/3
CDR M S JOHN X

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : ... Corporate Secretaryship (B.com - cs)

* Students appreciated the quality of teaching in the department.

* They are satisfied with the good infrastructure and overall environment provided in the department and college.

* Rest rooms of boys and girls - hygiene need to be improved.

* Wrong marking of attendance (late/absence) should be avoided.

* Mosquito menace need to be eradicated.

* Canteen can be relocated so that the gatherings in canteen will not affect ^{or distract} other programmes.

* First year orientation and socialisation is good.

* In certain subjects retests for absent students are conducted to get higher marks than regulars.

Name & Signature of External Expert

1. Dr R SARITHA R. Saritha
27/3/18

2. Dr M S JOHN XAVIER
M. S. John Xavier
27/3/18

ENGLISH

20/3/18

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	7
2	Number of certificate course offered by the department in the last three years	5	3.5
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	3
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	8
5	Number of value added courses introduced by the department	15	10
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	7
7	Details of student - full time teacher ratio in the department	10	6.5
8	Total number of differently abled students enrolled in last three years	10	7.5
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	7.5
10	Student - mentor ratio in the department	10	7
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	8
13	Teaching experience of full time teachers in last three years	10	7.5
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	9
15	Number of full time teachers from other states in last three years	20	10
16	Internal assessment procedure and details	15	12
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	6
18	Details of result analysis and pass percentage of students	20	13
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	2
20	Number of teachers recognized as research guides in last three years	3	0
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	0
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	2
23	Extension activity by the department in the neighbourhood community	20	13.5
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	0
25	Number of students participating in extension activity against total number of students enrolled in the department	20	10
26	Number of MOU signed by the department in last three years	10	0
Criterion V Student Support and Progression			
27	Number of students benefited by	12	9

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	6.5
29	Number of capability enhanced and development schemes introduced by the department	10	7
30	Number of students receiving benefit from competitive exams in the department	10	5.5
31	Number of students placed in the last three years	20	10
32	Number of students pursuing higher education in last three years	20	11
33	Number of students who received national / international recognition in sports and cultural in last three years	15	9.5
34	Total number of alumni in the department and their vital contribution in last three years	4	3
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	2.5
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	18.5

The external experts are requested to record their comments based on the observation made:

2.

Signatures: Name and Sign: 1.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : English

① The committee thinks that more opportunities should be given to staff to enhance their profile through participation in conferences/workshops in other colleges/institutions.

② All members of the staff should get a chance to attend the 28 day orientation and 21 day refresher course at the university. This is important for faculty development and to raise the bar for excellence for the individual and the college.

③ Management must consider sending the faculty on duty leave for the same.

④ Streaming of students according to their language competence may be tried.

⑤ Students seem to be generally satisfied with the faculty and teaching methodology. They may be encouraged to participate in activities (cultural and academic) in other institutions.

⑥ They may be given a weekly compulsory library hour.

Name & Signature of External Expert

1. Chairman Jose (Dr CARAMANA JOSE)
2. R. Jayalaxmi (R. JAYALAKSHMI)

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of Mathematics.....

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	10
2	Number of certificate course offered by the department in the last three years	5	3
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	3
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	9
5	Number of value added courses introduced by the department	15	12
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	1
7	Details of student - full time teacher ratio in the department	10	10
8	Total number of differently abled students enrolled in last three years	10	—
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	10
10	Student - mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	3
13	Teaching experience of full time teachers in last three years	10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	—
15	Number of full time teachers from other states in last three years	20	—
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	12
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	—
20	Number of teachers recognized as research guides in last three years	3	—
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	6
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	—
23	Extension activity by the department in the neighbourhood community	20	10
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	—
25	Number of students participating in extension activity against total number of students enrolled in the department	20	18
26	Number of MOU signed by the department in last three years	10	—
Criterion V Student Support and Progression			
27	Number of students benefited by	12	4

28	government scholarships(year wise details in last three years)		
	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	2
29	Number of capability enhanced and development schemes introduced by the department	10	5
30	Number of students receiving benefit from competitive exams in the department	10	5
31	Number of students placed in the last three years	20	7
32	Number of students pursuing higher education in last three years	20	1
33	Number of students who received national / international recognition in sports and cultural in last three years	15	1
34	Total number of alumni in the department and their vital contribution in last three years	4	1
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	2
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	15

The external experts are requested to record their comments based on the observation made:

The environment is very good for students to acquire more knowledge and study well. Infrastructure is good. Management encourages staff to attend workshops and seminars. Students are well motivated to participate in knowledge programs such as MTIS. Smart room teaching helps the student. Book exhibition is appreciated. Professors publish research papers. Staff-Student ratio is well balanced.

Signatures: Name and Sign: 1.

J. R. MURTHY
RMurthy

2.
Christopher
Dr. M. A. Baskar.

Social Work

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of

2015 - 18

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	6
2	Number of certificate course offered by the department in the last three years	5	5
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	5
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	10
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	8
7	Details of student - full time teacher ratio in the department	10	10
8	Total number of differently abled students enrolled in last three years	10	-
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	6
10	Student - mentor ratio in the department	10	8
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	-
13	Teaching experience of full time teachers in last three years	10	7
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	-
15	Number of full time teachers from other states in last three years	20	5
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	-
18	Details of result analysis and pass percentage of students	20	15

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	-
20	Number of teachers recognized as research guides in last three years	3	1
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	5
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	-
23	Extension activity by the department in the neighbourhood community	20	15
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	-
25	Number of students participating in extension activity against total number of students enrolled in the department	20	20
26	Number of MOU signed by the department in last three years	10	6

Criterion V Student Support and Progression

27	Number of students benefited by	12	10
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	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	-
29	Number of capability enhanced and development schemes introduced by the department	10	-
30	Number of students receiving benefit from competitive exams in the department	10	-
31	Number of students placed in the last three years	20	18
32	Number of students persuing higher education in last three years	20	2
33	Number of students who received national / international recognition in sports and cultural in last three years	15	-
34	Total number of alumni in the department and their vital contribution in last three years	4	3
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	2
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	20

The external experts are requested to record their comments based on the observation made:

1. Well staffed with diverse skills and publications
2. Active Student Association and extension activity
3. Good student enrollment and fairly good PG Placements.

Suggestions:

1. Course schedules to be followed as per the prescribed syllabus
2. Faculty to be encouraged to complete research or other FDP.
3. Ensure that BSW/MSW Program/course outcomes are displayed on website.

Signatures: Name and Sign: 1. *Sandra Joseph*
(SANDRA JOSEPH)

2.

Miriam Samuel
(MIRIAM SAMUEL)

4. For certificate programmes offered, the syllabus, attendance + certificates issued to be documented.

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : Social Work

Suggestions

1. More skill development programs such as communication skills, particularly in english.
2. Separate Associations for BSW & MSW to ensure better participation and expression of talents.
3. Strict compliance with the Rural Camp regulations as per the syllabus (mandatory 5 days camp)
4. At the BSW level more effective teaching-learning methodologies, other than the chalk & talk method (such as videos, case studies, experiential learning, etc)
5. Bridge courses for tamil medium students (BSW)

Overall students gave a positive feedback about the course and its impact on their development both personal and professional.

Name & Signature of External Expert

Sandra Joseph (SANDRA JOSEPH) 27/3/18

Shan (MIRIAM SAMUEL)
27/3/18

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of Psychology

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	7
2	Number of certificate course offered by the department in the last three years	5	NIL
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	NIL
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	8
5	Number of value added courses introduced by the department	15	NIL
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	7
7	Details of student - full time teacher ratio in the department	10	7
8	Total number of differently abled students enrolled in last three years	10	7
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	7
10	Student - mentor ratio in the department	10	7
11	Number of full time teachers against sanctioned posts during last three years	15	5.

12	Number of full time teachers with Ph.D during last three years	20	5
13	Teaching experience of full time teachers in last three years	10	3
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	NIL
15	Number of full time teachers from other states in last three years	20	5
16	Internal assessment procedure and details	15	7
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	5
18	Details of result analysis and pass percentage of students	20	14
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	NIL
20	Number of teachers recognized as research guides in last three years	3	NIL
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	5
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	NIL
23	Extension activity by the department in the neighbourhood community	20	5
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	NIL
25	Number of students participating in extension activity against total number of students enrolled in the department	20	4
26	Number of MOU signed by the department in last three years	10	6
Criterion V Student Support and Progression			
27	Number of students benefited by	12	7

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	6
29	Number of capability enhanced and development schemes introduced by the department	10	4
30	Number of students receiving benefit from competitive exams in the department	10	4
31	Number of students placed in the last three years	20	
32	Number of students pursuing higher education in last three years	20	NA
33	Number of students who received national / international recognition in sports and cultural in last three years	15	NA
34	Total number of alumni in the department and their vital contribution in last three years	4	0
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	3
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	12

The external experts are requested to record their comments based on the observation made:

Overall Teachers's performance is appreciable.
 Skill, Teachers need to develop their skills in:
 1) Research paper - presentation and publications and pursue their Ph.D.
 2) Participation in National / International Conferences,
 take up research projects and guide ships, and receive awards.
 3) Faculty strength should be increased with VSC pay scale.
 4) Tutorial record to be maintained.
 2.
 Signatures: Name and Sign: 1.
 5) Lab instruments to be updated.
 (to buy new instruments).
 6) Books and Journals to be purchased for the department.

parul yamkey
27/3/18

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : of Psychology.....

Seminars, workshops, Guest Lectures & conferences should be conducted.
Field visits, to be conducted. Extra reading materials recommended.

Teaching clarity is required. Doubts to be clarified.

Discrimination and Partiality to be avoided.

Instructions/circulars do not reach the students.

No denying women faculty.

Poor quality of Professor.

Lift facility required.

Dress code to be maintained.

High fee structure.

Bike Parking fees should be avoided.

Auditorium no space. AC required

AC in Lab required.

Teachers are asked to guide and mould the students.

High standards to be maintained.

Drugs consumed in toilet.

Teachers to provide individual attention

Speed of Teaching to be avoided.

Gender discrimination to be avoided.

Name & Signature of External Expert

1. Sarah Manickaraj 27/3/18.

2. DR. SARATH MANICKARAJ

ASSOCIATE PROFESSOR

DEPT. OF PSYCHOLOGY

PRESIDENCY COLLEGE

CHENNAI-5.

Jatin

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of PSYCHOLOGY

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	09
2	Number of certificate course offered by the department in the last three years	5	- Nil -
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	- Nil -
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	09
5	Number of value added courses introduced by the department	15	- Nil -
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	07
7	Details of student - full time teacher ratio in the department	10	08
8	Total number of differently abled students enrolled in last three years	10	05
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	09
10	Student - mentor ratio in the department	10	09
11	Number of full time teachers against sanctioned posts during last three years	15	12

12	Number of full time teachers with Ph.D during last three years	20	05
13	Teaching experience of full time teachers in last three years	10	04
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	- Nil -
15	Number of full time teachers from other states in last three years	20	03
16	Internal assessment procedure and details	15	14
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	07
18	Details of result analysis and pass percentage of students	20	15

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	- Nil -
20	Number of teachers recognized as research guides in last three years	3	- Nil -
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	04
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	- Nil -
23	Extension activity by the department in the neighbourhood community	20	07
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	- Nil -
25	Number of students participating in extension activity against total number of students enrolled in the department	20	12
26	Number of MOU signed by the department in last three years	10	05

Criterion V Student Support and Progression

27	Number of students benefited by	12	
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	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	07
29	Number of capability enhanced and development schemes introduced by the department	10	09
30	Number of students receiving benefit from competitive exams in the department	10	03
31	Number of students placed in the last three years	20	05
32	Number of students pursuing higher education in last three years	20	- Nil -
33	Number of students who received national / international recognition in sports and cultural in last three years	15	- Nil -
34	Total number of alumni in the department and their vital contribution in last three years	4	- Nil -
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	03
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	20

The external experts are requested to record their comments based on the observation made:

Based on my observation, the Dept of Psychology was recently started, To increase the faculty strength of this dept. To motivate the students to participate in extracurricular activities. To create new P.G. courses for this dept. The faculty of Psychology dept. should be registered in Ph.D. course. To enrich the quality of teachers by to participate seminar, workshops and to publish / publish Research articles and

Signatures: Name and Sign: 1.

Dr. SANTHANA KARTHIKEYAN, M.A., M.D.
Assistant Professor
Department of Psychology
PRESIDENCY COLLEGE
Chennai-600 005.

27th May 2019

2. also published books is very very important one.
> Laboratory things should be updated.
> To Purchase new books related to Psychology

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Psychology.

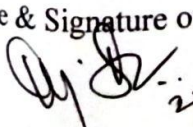
Department :

Students need extra readings like practical exposure, conducting seminar & workshop programmes. To arrange field visit for each year.

- > To increase the strength of faculty
- > Projector not working in a proper (Poor Quality) manner in psychological laboratory.
- > So hot in Psychological lab better to provide A.C. facility.
- > No space in auditorium because students are standing in outside of the auditorium
- > Fees structure is very high compare to other college.
- > Drinking water not in purity one.
- > Proper maintenance need for toilets.
- > To avoid the bike parking fare.
- > Instructions are not pass the right time

Name & Signature of External Expert

1.

 27 May 2018

2.

Dr. SANTHANA KARTHIKEYAN, M.A., Ph.D.
Assistant Professor
Department of Psychology
PRESIDENCY COLLEGE
Chennai-600 005.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of Hindi

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	10
2	Number of certificate course offered by the department in the last three years	5	N.A.
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	5
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	N.A
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	N.A
7	Details of student - full time teacher ratio in the department	10	10
8	Total number of differently abled students enrolled in last three years	10	N.A
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	—
10	Student - mentor ratio in the department	10	—
11	Number of full time teachers against sanctioned posts during last three years	15	15

12	Number of full time teachers with Ph.D during last three years	20	20
13	Teaching experience of full time teachers in last three years	10	10
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	15
15	Number of full time teachers from other states in last three years	20	—
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	10
18	Details of result analysis and pass percentage of students	20	15
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	—
20	Number of teachers recognized as research guides in last three years	3	—
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	8
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	6
23	Extension activity by the department in the neighbourhood community	20	—
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	—
25	Number of students participating in extension activity against total number of students enrolled in the department	20	10
26	Number of MOU signed by the department in last three years	10	—
Criterion V Student Support and Progression			
27	Number of students benefited by	12	10

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	—
29	Number of capability enhanced and development schemes introduced by the department	10	—
30	Number of students receiving benefit from competitive exams in the department	10	—
31	Number of students placed in the last three years	20	10
32	Number of students pursuing higher education in last three years	20	—
33	Number of students who received national / international recognition in sports and cultural in last three years	15	—
34	Total number of alumni in the department and their vital contribution in last three years	4	4,
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	—
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	25

The external experts are requested to record their comments based on the observation made:

The Department of Hindi is Functioning very well, The Hindi department has conducted many Hindi programmes for the benefit of the Hindi students. Many of Hindi students participated in various inter-college competitions and won the prizes and certificates. The Head of the department of Hindi

Signatures: Name and Sign: 1.

2.

is also actively participated in Seminars and Presented Papers. She is also participated in Hindi Poets meet. She has edited and published a

book in Hindi. - The department activities -

- are published in the Hindi News Papers.

The overall Performance of the Hindi department is highly commendable.

I request the Principal and the Management to provide a separate computer and printer with the Hindi software to the department.

Hindi may include OS NME syllabus

for the non Hindi students.

DR. S. SHAFIVULLA S. Shafivulla
27-3-2018.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department :Hindi.....

I interacted the Hindi students in their classroom. All the students of Hindi are good. The students of Hindi felt that Hindi syllabus is Tough for their level. The students of Hindi are well disciplined.

Name & Signature of External Expert

1. DR. S. SHARIFULLA

S. Shariffulla
27-3-2018.

2.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of PHYSICAL EDUCATION

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	
2	Number of certificate course offered by the department in the last three years	5	
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	
5	Number of value added courses introduced by the department	15	
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	
7	Details of student - full time teacher ratio in the department	10	
8	Total number of differently abled students enrolled in last three years	10	
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	
10	Student - mentor ratio in the department	10	
11	Number of full time teachers against sanctioned posts during last three years	15	

12	Number of full time teachers with Ph.D during last three years	20	1- staff
13	Teaching experience of full time teachers in last three years	10	
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	
15	Number of full time teachers from other states in last three years	20	
16	Internal assessment procedure and details	15	
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	
18	Details of result analysis and pass percentage of students	20	
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	
20	Number of teachers recognized as research guides in last three years	3	
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	
23	Extension activity by the department in the neighbourhood community	20	
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	
25	Number of students participating in extension activity against total number of students enrolled in the department	20	
26	Number of MOU signed by the department in last three years	10	
Criterion V Student Support and Progression			
27	Number of students benefited by	12	

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	
29	Number of capability enhanced and development schemes introduced by the department	10	
30	Number of students receiving benefit from competitive exams in the department	10	
31	Number of students placed in the last three years	20	
32	Number of students persuing higher education in last three years	20	
33	Number of students who received national / international recognition in sports and cultural in last three years	15	National - 3 Inter University - 3 State - 5
34	Total number of alumni in the department and their vital contribution in last three years	4	
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	

The external experts are requested to record their comments based on the observation made:

1. A separate room may be allocated for fixing the gym and fitness equipments. It will be useful for the sports and other students to maintain their fitness.

2. Construction of Multi-purpose Hall is needed to train indoor games like Table Tennis.

Signatures: Name and Sign: 1. DR. E. UMA

Uma
27/3/18.

2.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : ...Physical Education

Badminton, Martial Arts and Yoga.

3. At least one marker may be allotted for the department exclusively. (Regular)
4. Regular evening games to be conducted for the first VI students (i.e. an hour per week). Attendance to be taken and it has to be countersigned by the Tutor.
5. Ad-on course in yoga, fitness and aerobics may be conducted.
6. one day workshop or conference may be organised related with sports, yoga and fitness.
7. Since the institutions have full fledged sports facilities (outdoor) a regular course in B.Sc. physical Education, Health Education and sports course may be introduced in future to promote sports and produce a number of sports stars.

Name & Signature of External Expert

1. Dr. E.UMA, Uma
27/3/18.

2.

LIBRARY

J 27/3/18

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	
2	Number of certificate course offered by the department in the last three years	5	
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	
5	Number of value added courses introduced by the department	15	
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	
7	Details of student - full time teacher ratio in the department	10	
8	Total number of differently abled students enrolled in last three years	10	
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	
10	Student - mentor ratio in the department	10	
11	Number of full time teachers against sanctioned posts during last three years	15	

12	Number of full time teachers with Ph.D during last three years	20	
13	Teaching experience of full time teachers in last three years	10	
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	
15	Number of full time teachers from other states in last three years	20	
16	Internal assessment procedure and details	15	
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	
18	Details of result analysis and pass percentage of students	20	
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	
20	Number of teachers recognized as research guides in last three years	3	
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	
23	Extension activity by the department in the neighbourhood community	20	
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	
25	Number of students participating in extension activity against total number of students enrolled in the department	20	
26	Number of MOU signed by the department in last three years	10	
Criterion V Student Support and Progression			
27	Number of students benefited by	12	

	government scholarships(year wise details in last three years)		
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	
29	Number of capability enhanced and development schemes introduced by the department	10	
30	Number of students receiving benefit from competitive exams in the department	10	
31	Number of students placed in the last three years	20	
32	Number of students persuing higher education in last three years	20	
33	Number of students who received national / international recognition in sports and cultural in last three years	15	
34	Total number of alumni in the department and their vital contribution in last three years	4	
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	

The external experts are requested to record their comments based on the observation made:

2.

Signatures: Name and Sign: 1.

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT - 27.03.2018

Confidential Report of Interaction with Students

Department : LIBRARY

1. All students of the college to be made as members of the library.
2. College Identity card to be used as library card also which is barcoded.
3. Book transactions namely Issue, Return renewals to be list & foremost automated.
4. A display rack at the front of the library for new arrivals.
5. Old issues of the Journals to be bound as back volumes.
6. NPTEL Courses can be awarded extra credit for a student who opts for 12 week course and gets a certificate.
7. 'Earn while you learn' Scheme can be introduced for the benefit of economically weaker sections of the society.
8. Library orientation to be given at the beginning of the academic year for the benefit of first year UG & first year Postgrads.

Name & Signature of External Expert

M. Mahalingam

9. Library hour to be included in the Timetable.
10. Reservation of books can be extended to the students.
11. Arrangement of the books can be done call number wise.

FRENCH

20/3/18

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	-
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	3
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	10
5	Number of value added courses introduced by the department	15	-
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	10
7	Details of student - full time teacher ratio in the department	10	10
8	Total number of differently abled students enrolled in last three years	10	-
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	5
10	Student - mentor ratio in the department	10	10
11	Number of full time teachers against sanctioned posts during last three years	15	-

12	Number of full time teachers with Ph.D during last three years	20	—
13	Teaching experience of full time teachers in last three years	10	—
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	—
15	Number of full time teachers from other states in last three years	20	—
16	Internal assessment procedure and details	15	15
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	10
18	Details of result analysis and pass percentage of students	20	20

Criterion III Research, Innovations and Extension

19	Number of research projects undertaken by the teachers in the department	3	—
20	Number of teachers recognized as research guides in last three years	3	—
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	—
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	—
23	Extension activity by the department in the neighbourhood community	20	—
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	—
25	Number of students participating in extension activity against total number of students enrolled in the department	20	—
26	Number of MOU signed by the department in last three years	10	—

Criterion V Student Support and Progression

27	Number of students benefited by	12	
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	government scholarships(year wise details in last three years)		-
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	-
29	Number of capability enhanced and development schemes introduced by the department	10	-
30	Number of students receiving benefit from competitive exams in the department	10	-
31	Number of students placed in the last three years	20	
32	Number of students pursuing higher education in last three years	20	-
33	Number of students who received national / international recognition in sports and cultural in last three years	15	-
34	Total number of alumni in the department and their vital contribution in last three years	4	-
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	4
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	-

The external experts are requested to record their comments based on the observation made:

Student-Teacher ratio Maintenance of attendance split of internal Assessments are good planning of Syllabus and providing notes is appreciable

Signatures: Name and Sign: 1. M. MARAGATHA GOUNI 2.

M.M. Gouni

J2/2/14

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of TAMIL

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	9
2	Number of certificate course offered by the department in the last three years	5	—
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	—
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	8
5	Number of value added courses introduced by the department	15	12
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	7
7	Details of student - full time teacher ratio in the department	10	7
8	Total number of differently abled students enrolled in last three years	10	6
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	9
10	Student - mentor ratio in the department	10	—
11	Number of full time teachers against sanctioned posts during last three years	15	12

12	Number of full time teachers with Ph.D during last three years	20	—
13	Teaching experience of full time teachers in last three years	10	8
14	Number of full time teachers who received awards, recognitions at state, national, international level from Govt bodies or other bodies in last three years	15	13
15	Number of full time teachers from other states in last three years	20	—
16	Internal assessment procedure and details	15	14
17	Details of program outcomes, program specific outcomes, and course outcomes and its documentation and display in website	10	8
18	Details of result analysis and pass percentage of students	20	16
Criterion III Research, Innovations and Extension			
19	Number of research projects undertaken by the teachers in the department	3	—
20	Number of teachers recognized as research guides in last three years	3	—
21	Details of number of research papers per teacher in the journals notified in UGC website in last three years	8	5
22	Number of books and chapters in edited volumes/ books published and papers in national / international conference proceedings	6	5
23	Extension activity by the department in the neighbourhood community	20	—
24	Number of awards and recognition received for extension activities from government / recognized bodied during last three years	5	4
25	Number of students participating in extension activity against total number of students enrolled in the department	20	—
26	Number of MOU signed by the department in last three years	10	—
Criterion V Student Support and Progression			
27	Number of students benefited by	12	—

	government scholarships(year wise details in last three years)		—
28	Number of students benefited by scholarships, freeships provided by the institution(year wise details in last three years)	12	—
29	Number of capability enhanced and development schemes introduced by the department	10	5
30	Number of students receiving benefit from competitive exams in the department	10	8
31	Number of students placed in the last three years	20	—
32	Number of students pursuing higher education in last three years	20	—
33	Number of students who received national / international recognition in sports and cultural in last three years	15	—
34	Total number of alumni in the department and their vital contribution in last three years	4	—
Criterion VI- Governance, leadership and management			
35	Number of teachers who attended professional development program, orientation program, refresher course etc in last three years	5	—
Criterion VII Innovations and Best Practices			
36	Description of any two best practices of the department	30	—

The external experts are requested to record their comments based on the observation made:

நாங்கள் இதுவரை எடுப்பதற்கு சற்று சிறிய
 மூலம் படித்து தான் மற்று் பாணாகத்தி போட்டு தான் அந்த
 2-ம் இரண்டினால். ஆனால் இப்போது கிடைத்த தகவல்
 கணவன் 2-ம் இரண்டினால் இப்போது 2-ம். தற்போது
 கையாண்டு சிவசுப்பிரமணியம் பணியும் சிறப்பின் கையாண்டு
 பாணியைத் தருதல். தற்போதுவரை 1-5 (தற்போதுவரை)
 கணவன் இரண்டினால் இப்போதுவரை 2-ம் இரண்டினால்
 கணவன் இரண்டினால் 1-5 (தற்போதுவரை)
 கணவன் இரண்டினால் 1-5 (தற்போதுவரை)

Signatures: Name and Sign: 1. Dr. A. Shakti Meera 2. Dr. B. Thamarakannan
 17/3/16

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT REPORT, MARCH 2018

Department of TAMIL

S.NO	CRITERIA	WEIGHTAGE(428)	ACTUAL SCORE
Criterion I			
1	The department ensures effective curriculum delivery through a well planned and documented process	10	8
2	Number of certificate course offered by the department in the last three years	5	-
3	Number of teachers participation in various bodies of the University/ Autonomous colleges/ other colleges(data about number of teachers participated/ total number of teachers in the department)	5	-
4	Number of students enrolled in the department(total number of students admitted/ total sanctioned strength)	10	8
5	Number of value added courses introduced by the department	15	10
Criterion II Teaching - Learning and Evaluation			
6	Number of students from other states and countries during last 3 years(number of students from other state and country / total number of students admitted)	10	8
7	Details of student - full time teacher ratio in the department	10	7
8	Total number of differently abled students enrolled in last three years	10	6
9	Number of teachers using ICT for effective teaching with LMS, e learning resources(number of teachers using ICT / total number of teachers in the dept)	10	9
10	Student - mentor ratio in the department	10	-
11	Number of full time teachers against sanctioned posts during last three years	15	12

EXTERNAL ACADEMIC AUDIT – 27.03.2018

Department : TAMIL

& Signature of External Expert

Dr. B. Thamarai Kannan

1. G. Shaik Meera

✓
05/3/18
Bairam

PATRICIAN COLLEGE OF ARTS AND SCIENCE
Canal Bank Road, Gandhi Nagar, Adyar, Chennai 600020

External Audit

06.10.2016

PATRICIAN COLLEGE OF ARTS AND SCIENCE

EXTERNAL ACADEMIC AUDIT

Date : 06.10.2016 Venue : Auditorium

Programme Schedule

Prayer Song	: College Choir
College Anthem	: College Choir
Welcome Address	: Dr. M. Ravi Chandran Principal
Brother's Special Address	: Bro.T. Sebastian Director cum Secretary
Introduction of External Experets and Floral Welcome	: Ms. Anandapriya Dean, Academics
Vote of thanks	: Dr.Arokiamary Geetha Dass Vice Principal

Sl. No.	Name of the External Expert	Department subjected to External Audit
1	Dr. S. Thirunavukkarasu Principal RKM Vivekananda College Mylapore, Chennai – 4	Principal
2	Dr.R.Moorthy Associate Professor (Rtd) Presidency College Kannagi Salai Chepauk Chennai – 600 005	Department of Mathematics
3	Dr. Mary Jemima Samuel Head, Department of Mathematics Anna Adarsh College for Women Anna Nagar Chennai -40	Department of Mathematics
4	Dr. Thamarai Kannan Department of Tamil Presidency College Kannagi Salai Chepauk Chennai – 600 005	Department of Tamil
5	Ms. Sara Manickaraj Associate Professor Presidency College Kannagi Salai Chepauk Chennai – 600 005	Department of Psychology
6	Dr. Jayanthi Rani Asst. Professor Ethiraj College for Women Ethiraj Salai Chennai - 600 002	Department of Psychology
7	Mrs. Uma Raman Head, Dept. of Business Administration GSS Jain College for Women Vepery Chennai – 600 007	Department of Business Administration

8	Dr.K.R. Kolammal Asst. Professor Dept. of Management Studies D G Vaishnav College, Arumbakkam	Department of Business Administration
9	Dr. Sandra Joseph Associate Professor Stella Maris College Cathedral Road Chennai – 600 006	Department of Social Work
10	Mr. Miriam Samvel Head, Department of Social Work Madras Christian College Tambaram, Chennai – 600 045	Department of Social Work
11	Dr. Chitra Department of English Ethiraj College for Women Ethiraj Salai, Chennai – 600 002	Department of English
12	Dr. Srilatha Department of English Chellammal College for Women Guindy, Chennai – 600 032	Department of English
13	Mr. Elango Head, Department of Media Studies St. Thomas College of Arts and Science Koyambedu Chennai – 600107	Department of Visual Communication
14	Dr. C. Jebakumar Professor & Head Department of Visual Communication Dr. Ambedkar College of Arts and Science Vyasarpadi Chennai – 600 039	Department of Visual Communication

15	Mrs. Malarvizhi Sivasankaran Asst. Professor Department of English Justice Basheer Ahmed Sayeed College for Women 56, Bharadhidasan Salaik Teynampet Chennai – 600 018	Department of French
16	Dr.C.R.Ravi Principal Veltech Ranga Sangu Arts College Avadi Chennai – 62 & Former Principal, A.M. Jain College	Department of Corporate Secretaryship
17	Dr.Leema Francis Dean – Department of Commerce Stella Maris College 17, Cathedral Rd, Chokkalingam Nagar, Teynampet, Chennai 600086	Department of Corporate Secretaryship
18	Dr.S. Shafiulla Asst. Prof/Lecturer The New College Old No.10/7, New No.19/7, Fathima Manzil Chennai 600 014	Department of Hindi
19	Dr.Uma Physical Education Department Queen Marys College Velachery, Chennai 600042	Department of Physical Education
20	Dr.Shymala Associate Professor Department of Computer Science Dr.Ambedkar College of Arts and Science Vysarpadi, Chennai 600 039	Department of Computer Applications

21	Dr.Narmadha Associate Professor Department of Computer Science Womens Christian College Nungambakkam Chennai 600 034	Department of Computer Applications
22	Dr.Murugan Head Department of Computer Science Dr.Ambedkar College of Arts and Science Vysarpadi Chennai 600 039	Department of Computer Science
23	Dr.Lavanya Associate Professor Department of Computer Science University of Madras Chennai – 600 005	Department of Computer Science
24	Dr.M.V.Arulalan Head, Department of Commerce (Former Syndicate Member) Guru Nanak College Velachery, Chennai 600042	Department of Commerce
25	Dr. Vijayaraghavan Associate Professor (Retd) D B Jain College Thoraipakka Chennai	Department of Commerce
26	Dr.M. Mahalakshmi Chief Librarian Stella Maris College Cathedral Road Chennai – 600 006	Library

PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL ACADEMIC AUDIT: An IQAC Initiative

THURSDAY, 06/10/2016

ACTION TAKEN REPORT

As an initiative to enhance quality of education, a daylong Academic Audit conducted at Patrician College of Arts and Science on 06/10/2016. 26 Subject experts from varied disciplines, Serving and former Principals, former and serving COE, a librarian and a Professor of Physical Education, were invited from renowned city colleges to conduct a rigorous academic audit, inspect the records and hold an In-Campus discussions with the students.

The audit commenced with a formal meeting at 9:00am to welcome the external experts. The meeting held in the college auditorium included the Director, representatives of the Management, the Principal and all teachers, support staff, the 26 invited Experts and Student representatives from each section in the U.G / P.G classes. In his key address, Dr. M. Ravichandran, Principal, told the Experts that the college, far from resting on its Laurels, having won 'A' Grade from NAAC was desirous of making its work more transparent. And it was always eager to learn from peer group. He thanked them for their valuable presence and emphasized on their confidential report getting submitted to the Director. The Director of the College Bro. Sebastian FSP, speaking afterwards, shared his commitment to give quality higher education and assured to implement many suggestions as possible.

Following recommendations were made by the external experts:

Department/office	Suggestions	Action Taken
College office	+2 mark sheets to be verified for genuineness at the Directorate of Government Examinations for all the students for all three years	The Directorate of Government Examinations sounded and mark sheets of all the three year students getting uploaded to the Directorate's portal

Exam Wing	<p>1.Exam room to be shifted from ground floor to safe guard the records during rain and floods.</p> <p>2.Areas of Remedial Education to be identified by the Examination wing to help the Departments carryout remedial classes.</p>	<p>1.Examination wing housing question paper, answer scripts shifted . Room 10 First Floor A Block</p> <p>2. Dean of Academics under instruction to relook the published results of candidates to give Remedial education and vouch for the efficacy of the Remedial Programme.</p>
Computer Science and BCA	Shift the class from DLF lab for safety reasons(BSc Comp Sci Lab)	Class shifted to Room
B.Sc Psychology	Appoint a lab assistant for Psychology lab	Issue under discussion
Physical Education Department	To start diploma course in physical education, certificate course in yoga, first aid, aerobics etc. Recommendation given for mini gym, Appointment of marker	Suggestion under discussion
Physical Education Department	A tennis court may be laid down near cricket net	Issue under consideration. A new facility (Net) for Cricket at the cost of ₹ 88,910/- was thrown open for the students who were evinced. Students interested only in Cricket and not Tennis
B.Sc Mathematics	Remedial classes to improve results Maths dept	Classes already commenced
Dept of English	More books recommended on anthology for Dept of English	Issue under discussion
Commerce (Gen)	Faculty to adopt innovative methods of teaching using ICT	Smart boards installed in departments in order to enable ICT use in Classroom Teaching. Dean of Academics took on Principal's order to ensure Teachers preparedness for two ICT enabled classes by 08/12/2016.

Library	Stock verification in library not yet over	Under process
Library	Library automation recommended	Librarian instructed to latest Software
Social Work	Faculty to be assisted in attending seminars, conferences and present papers	OD facility provided to faculty. Increase in the number of OD allowed from the two per semester to be considered by the Management
Computer Science and BCA	Separate stock registers to be maintained in the departments for infrastructure (with special emphasis on BCA & Computer Science dept)	All departments instructed and registers provided
Computer Science and BCA	Digitalization of attendance system	Orders placed for Digitalization of the college and comprehensive gathering of data of staff and staff underway.
Dept. of Business Administration	Tie up with premier management institutes recommended	Management department instructed to submit proposals.
B.Sc Visual Communication	In Visual Communication Department, facilities for television production and photography, accessories and number of cameras recommended to be increased (tentative estimate Rs.6 lakhs)	Proposal under consideration of the Management
B.Com Corporate Secretaryship	Department meetings minutes to be authenticated by the Principal (recommendation in B.Com CS dept)	All Department HODs instructed to get the department minutes be signed by the Principal
B.Sc Psychology	Activity based teaching required in Psychology dept	Department has been advised to frame strategy for the same.
BSW	Personal bonding and efforts to build positive relationships with BSW students is imperative and urgent and physical space required for discussions and confidentiality	Department meeting convened and faculty instructed to take meeting seriously.
Dept. of Language	French Staff not qualified	Management will adhere University of Madras norms.

Dept. of Hindi 6-10-2016.

1. Computer with printer may be provided to the Hindi department with Hindi Fonts.
2. Students Result Copy (scanned copy) may be provided to the Hindi department from the Major all Major departments.
3. Fund to be allotted to the department Library to buy the books.
4. Monthly journal in Hindi may be provided to the Department Library.
5. Hindi Students may be allowed to participate in many more inter-collegiate Hindi competitions.
6. H.O.D of Hindi department Dr. Rakita Bhatia's Personal Profile is much better than my expectation expectation.
7. Each and every event has covered by Media is ~~appreciable~~. Commandable.

P.T.O

8. In my opinion ~~and~~ overall Presentation of the Hindi department is excellent.

S. Shafilla
6-10-2016

Dr. S. SHAFIVULLA
M.A., B.Ed., M.Phil., Ph.D., P.G.D.F.H.T.,
Associate Professor
Department of HINDI
THE NEW COLLEGE
Royapettah, Chennai - 600 014.

Academic Audit Report of

The Department of French

The Academic Audit of the department of French commenced in the Department of languages, where the registers and records maintained by the department were viewed. The marks and the students' attendance are being recorded in notebooks and the examination marks are being filed. After interacting with the staff, it is understood that a centralised system of maintaining records, is being followed.

The following practice is appreciated:

- 1) Maintenance of online attendance online.
- 2) Keeping a tab on students to ensure that they do not miss classes.

The following practice may be considered:

- 1) Maintenance of a proper record of Marks for Internal Assessment, and the Final Examination, which will show the performance graph of the students.

2) Syllabus and student support

The college being a non autonomous Inst^t follows the university syllabus, so there is no room for change in it. The staff give assignments with scope to learn more, outside the syllabus. It is learnt from the students that she makes them read out aloud in class to improve their pronunciation. Some advanced learners are given additional to preparing essays and dialogues.

The following practice of the staff, is highly commended.

- 1) Providing remedial classes for weak students.
- 2) Encouraging advance learners to do self study.

However the class strength is more than the optimum level, especially for a language class. So, despite the efforts made by the staff, it is difficult to make all students participate.

Strength:

The faculty is highly motivated. It is heartening to see that they are taking extra efforts to train students to take DELF Certification examination conducted by the Alliance Française of Madras.

- They counsel the students and motivate them to take such exams.
- 1) The students are given an opportunity to exhibit their leadership qualities and team building skills by helping in organising the departmental events.
- 2) The staff members of the department are giving due importance to extra curricular activities by organising competitions and ~~train~~ motivating students to take part in intercollege competitions.

Weakness:

The staff are well qualified, experienced and are excellent. However they are not qualified as per the requirement of UGC.

S. Malarvizhi
06/10/16
Asst. Professor
Dept. of French,
JBAS College for Women

Department of Physical Education

Inspection Report

06/10/2016.

Stock : Registers are maintained properly.

Equipments : Equipments facilities are good and quality equipments were purchased and entered in the Stock Register.

Recommendations :

(i) NME (Non Major Elective) papers like Yoga Education, Safety Education and First Aid can be included in the I yr syllabus.

(ii) Compulsory games to be conducted for all I yr students after the college hour and the students are permitted to play indoor games, outgames etc.

(iii) Aerobics, yoga classes can be taken during the compulsory evening games period. by special experts.

(iv) Mini gym can be constructed and gym. Equipments can be purchased for regular training.

(v) Basket ball cement court to be renovated.

(vi) New Tennis court can be lay out near the volleyball court and it should be fenced.

Ume
06/10/2016 pto

(vii) Students' T.A & D.A can be raised $\frac{1}{2}$ Rs 150/- per head per day.

(viii) Refreshment can be supplied to the team players when they come for practice (If the comes early morning at 7 am).

(ix) B.Sc. Physical Edn, Health Edn. & Sports could be started since the play area Umt and facilities are good enough 06/10/2016 to start this course. (B. UMA)

(x) Permanent Marker to be appointed ~~for~~ for the physical Edn. Dept. to maintain the ground equipments, to issue equipments to the students and marking the grounds and courts.

Umt
06/10/16.
(B. UMA)

AUDIT REPORT OF THE LIBRARY

of Mahabaleshwar Librarian of
Stella Mares College audited the
library on 6.10.2016. All the
records are maintained but few
improvements are needed to be carried
out for betterment of the library services.

① Orientation to first year students
a must for them to get
familiarise with the library. *No extra cost, suggestion
Lib. to be
linked to the
Sty. Data
Base.*

② Binding should be done for all
the mutilated books.

③ photocopying charges can be
increased.

④ Shaving facility can be given
to students for printouts to be taken.

⑤ Library hour in the timetable
of the student is a requirement
to improve the library services.

⑥ Earn while you learn scheme
can be adopted for the economically
weaker students *(one hour is fifty @ stella)*

- ⑦ Library Committee can meet semester to discuss matters pertaining to the library.
- ⑧ OPAC to be implemented in all the systems in the library & throughout the campus to view the library catalog.
- ⑨ Information literacy programs like 'Meet the Author' can be arranged for the students to arouse their interest in books.
- ⑩ More displays can be done in library like UN accident days.
- ⑪ Daily news, current events can be put in the noticeboard just outside the library.
- ⑫ New Register can be maintained for periodicals where missing issues can be tracked.

- ⑬ Issue / Return of library books to be automated. ^{using barcode.} Now lot of manual work is being done.
- ⑭ The college identity card and the library card can be one & the same.
- ⑮ Library membership fee to be included along with the college fees.
- ⑯ Stock verification is yet to be completed for 2015-2016 after which only we will know the missing titles.
- ⑰ Statistics register to be maintained incorporating the lost and the damaged titles.
- ⑱ Bar coding for books can be done in library itself.
- ⑲ Arrangement of books on the

Shelves can be call number wise
(20) The Librarian can be asked
to visit other college libraries
to adopt best practices of the
libraries.

(21) The teachers can give students
assignments which in turn
will drive the students to the
library.

(22) Library can be made wi-fi enabled
Thank you.

M. Mahalakshmi
Librarian
Stella Mans
17, Cathedral
Chennai - 6

External Auditing Check

S.No.	Details of File / Register	Qty	Check Box
1	Students Gate Register	3	✓
2	Staff Gate Register	2	✓
3	Journal Register	1	✓
4	Magazine Register	1	✓
5	Accession Register	7	✓
6	Student members details Box file	1	✓
7	Staff members details file	1	✓
8	Enrolled Students list yearwise	1	✓
9	Inflibnet File	1	✓
10	Book Invoice 2014-15	1	✓
11	Book Invoice 2015-16	1	✓
12	Book Invoice 2016-17	1	✓
13	Journal Invoice file	1	✓
14	Library Report (2014-15) file	1	✓
15	Library Report (2015-16) file	1	✓

Library membership fee can be included in the college fees if it is. Both the college id & the library card can be the same with bar code.

Tracking of periodicals to be improved.

16	Library Report (2016-17) file	1	✓
17	Monthly User Report file	1	✓
18	Grievance file	1	✓
19	Circular file	1	✓
20	Newspaper Clippings File	1	✓
21	Bibliotherapy file	1	✓
22	Reading club review file (2015-16)	1	✓
23	Library Newsletter	1	✓
24	Other library card usage details - file	1	✓
25	Staff profile	1	
26	Gandhi study centre enrollment file	1	✓
27	Old Stock box file	1	✓
28	Students Feedback file	1	✓
29	Students Issue Register	6	✓
30	Staff issue register	1	✓

stock verification is completed
 suggestions can be
 also incorporated

Confidential (Mathematics)

The external expert committee (in Mathematics) met the I year and II year students separately in their respective class rooms. Students are very much pleased with the infrastructure facilities available in the campus. The students are very keen in learning Mathematics.

However, in the 2nd year Mathematics class, some disturbance from the male students during the class-hours may be controlled effectively for the smooth conduct of the class room teaching activities: (Principal may take extra care in controlling the disturbance from a specified group of students)

Remedial classes, conduct of tests like slip-tests
model examinations... will improve the results in the
University examinations (which is not upto the expected level)

(1) R Murthy 06/10/2016

(2) Mary Jemina Samuel
6/10/16

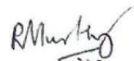
DEPARTMENT OF MATHEMATICS
ACADEMIC AUDIT CONDUTED BY EXTERNAL EXPERTS

DATE:06.10.2016

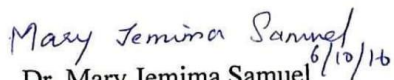
Consolidated report- October 2016

1. Work load: Instead of 18 hours/week , 16 hours/week may be followed to enhance the quality of teaching
2. Remedial Classes and Analysis of results: We noticed that 17 students out of 54 in each paper Algebra and Trigonometry have not cleared. In April 2016, nearly 50% of the appeared students did not clear the university examination. We suggest that following additional care may be taken to improve the result in the University examination.
 - (i) Existing remedial classes-system may be strengthened.
 - (ii) **Periodical class room test** (short time 10 minutes duration) may be conducted.
 - (iii) Teacher-student interaction may be improved.
 - (iv) Parent Teacher meeting is good, it may be continued.
3. Department Library: **Some important books in subjects may be transferred from the general library to the department library.** These books may be issued both to staff and students. Some books can be kept as reference books in the department library.
4. Association Activities: File/Register, Students achievements, extension activity, Guest lectures & seminars/workshops conducted & photo documentation, Visitor's book, Disciplinary file, P.T.A file, Faculty Profile, Students Feed back, Department activities- invites, Department library, register, Stock register, Mentor register, Students Profile and students data card, scholarship file ,Stock verification, Work load & Time table, Best Pedagogic practices, Analysis of students attendance, Result Galley & Analysis(each) , Minutes of departmental meeting, substitution register have all been maintained well.
5. Faculty Profile: **Staff may be encouraged to involve in Research activities to attend seminar/conference/workshops.**

6. Department Activities: Special lectures pertaining to UG degree may be organized to enhance the mathematical skills among the students. Quiz programmes in subjects may be conducted among the students of Mathematics department.



Dr.R.Moorthy
Former Principal,
Government College of Arts and Science
Uthiramerur



Dr. Mary Jemima Samuel
Head, Mathematics
Anna Adarsh college for
Women, Chennai

Academic Audit Report. 6/10/16

Department of English:

- The Department of English is a full-fledged department.
- It has adequate no. of qualified teachers.
- The teacher / Student ratio is good.
- The teachers are very informed and knowledgeable.
- Two of the teachers have a doctoral degree.
- The Department has come out with a Softskill Text which is a good venture.
- Both the UG and PG students are very happy with their course and with the teaching.
- The teaching methodology is conventional and successful.
- Placement does happen which is very promising.
- Infrastructure and facilities are adequate.
- It is an Inclusive campus with provisions for the physically challenged.

Suggestions

1. The Department may consider upgrading itself to a research program like M. Phil.
2. A department journal or magazine may be brought out instead of the newsletter.
3. ~~At~~^{In} the PG program, the students feel that the theory papers (1) may be spaced out and not crowded into one semester. (Recommendation to be given to the University of Madras)
4. The students feel that there should be more literature books in the library.
5. They also feel that the center should be bigger and more well equipped.
6. The dept. may take up organising seminars or FDPs the national level to begin with.

and go on to International Govts.

7. An individual language lab for the English Dept may be considered.
8. The library is fairly well stocked. But more books on criticism and more anthologies would add to the value.

Signed -

1. Dr. Sreelatha ~~Rajaguru~~

Sreelatha R
6/10/16

2. Dr. Chitraa Venkataachalan

Chitraa Venkataachalan
6/10/16

செய்தியை

1. பொதுத் துறையில்
 பொதுத் துறையில் மட்டுமே உள்ள திட்டத்திற்குரிய பணிகளை
 திட்டப் பேரவையின் பொறுத்தவரை திட்டத்தின் கீழ்
 உடனடியாக, வலுவாக, தீவிரமாக நடத்தி, அமைதி
 கெட்டிருப்பதை, உடனடியாக, அமைதி கெட்டிருப்பதை
 உடனடியாக நடத்தி, உடனடியாக நடத்தி, (உடனடியாக
 நடத்தி) உடனடியாக நடத்தி நடத்தி நடத்தி.

മുൻപ് -
 മുമ്പ് ഉണ്ടായിരുന്ന നിയമങ്ങൾ വിശദീകരിക്കുക.
 മുമ്പ് ഉണ്ടായിരുന്ന നിയമങ്ങൾ വിശദീകരിക്കുക.

[illegible]

தெய்வம்...

✓ fruit 6/10/16.

External Academic Audit

Bachelor of Computer Applications BCA

(April 2015 to September 2016)

We observe the following strengths during our visit to the Department on 06/10/2016

strengths

- Infrastructure facilities are good.
(Laboratory, class rooms, staff room, Library etc)
- Records are maintained well.
- Staff and students maintain a very good relationship.
- Campus is maintained neat & tidy.
- The students are provided with financial assistance (Scholarship) for their need. The procedure followed for selecting the students is well appreciated.
- The Department is maintaining Data card which aid the Department staff to inform the parents about their wards.
- The students are encouraged to participate in extra curricular activities.

(2)

we would like to suggest the following to maintain/improve the service in the field of education.

Laboratory

- Separate stock register need to be maintained for Consumables & non-Consumables. Signature from Head of the Department & Principal should be obtained, whenever the stock is updated.
- More number of printers (Dot matrix) are to be purchased and the students are advised to take printouts of their practicals exercises in the laboratory itself.
- CRT monitors in the laboratory may be converted into LED monitors.
- To improve the cooling effect in UPS room, one more exhaust fan can be provided.
- A separate digital/microprocessor laboratory is needed.

(3)

Department

- Separate stock register need to be maintained for Department infrastructure. Signature from Head of the Department & Principal should be obtained whenever the stock is updated.
- Staff should be encouraged to register/pursue Ph.D and to Qualify NET/SET Examinations.
- Remedial classes should be conducted for the course that are conducted currently which will improve their performance in university examinations.

we would like to present the feedback given by the students.

- R.O water facility to be placed in each block.
- water should be made available throughout the day in Girls Rest room
- Students want Gymnasium & Indoor Badminton Court to facilitate sport activities.

(4)

- In canteen, students expect the following
 - * Quality of the food to be improved
 - * to reduce the price of the items
 - * more space is needed.
- Coaching for civil service Examinations to be taken seriously.
- Students expect money to be allocated for Cultural to buy Costumes.
- Students expect to change all the class rooms into smart class rooms.

Shyamala
06/10/16.

Dr. (Mrs) K. SHYAMALA, M.Sc., M.Phil., Ph.D., MBA,
ASSOCIATE PROFESSOR
P.G. & RESEARCH DEPT. OF COMPUTER SCIENCE
Dr. AMBEDKAR GOVT. ARTS COLLEGE (AUTONOMOUS)
VYASARPADI, CHENNAI - 600 039

V Narmada

V. NARMADHA, Associate Prof.
Dept of WC,
Women's Christian College
Chennai - 6

Patorican College of Arts & Science.

Report of Academic Audit for the department of Computer Science - B.Sc stream.

06/10/2016

Observations:

Two laboratories with each 50 systems, has been shared by both B.Sc & B.C.A (2 sections). Two dot matrix printers are only available at present for students usage. Original softwares are available and well maintained. One classroom has been shared both for teaching and Digital and Microprocessor laboratory. Students are made to take printouts outside the college.

Stock - register is maintained in the form of printouts both in laboratory and department library.

Class rooms are well ventilated and sufficient infrastructure is maintained.

The records are up-to-date and well maintained in the department by department faculties. They also prepare notes and question banks for each subject.

Feedback has been got in person from all three years of B.Sc.

Recommendations:

(28)

- ① 6 more dotmatrix printers are needed for the students to take printouts for second purpose.
- ② Stock Register Notebook and movement of equipment register notebook need to be maintained in laboratory
- ③ There must be a separate room allocated for Digital and Microprocessor laboratory. The present arrangement violates the safety rules for students. Now 10 kits are needed at the cost of 1 lakh.
- ④ Two more LCD projectors may be fixed in the classrooms for more ICT usage.
- ⑤ Every year standard amount may be allocated for the department for conduct of Seminar, workshops, publishing newsletter and inter college technical events.
- ⑥ Digitization of attendance system may be done.
- ⑦ Increment for staff members for academic improvements (like paper presentations, Ph.D, NET, SET qualifications)

- ⑧ Inclusion of Alumni registration through ^③ website could be included.
- ⑨ As per the feedback from students, aptitude and career counselling classes may be conducted after class hours.
- ⑩ Need for RO water supply at every block is recommended
- ⑪ Remedial classes for mathematics and statistics subjects may improve the pass percentage.

Banay 26/10/16

 Dr. B. LAVANYA, Ph.D.
Assistant Professor
Dept. of Computer Science
University of Madras
Chennai - 600 005, India

A. Murugan 06/10/16
Dr. A. MURUGAN, M.Sc., Ph.D.,
ASSOCIATE PROFESSOR & HEAD
P.G. & RESEARCH DEPT. OF COMPUTER SCIENCE
Dr. AMBEDKAR GOVT. ARTS COLLEGE (AUTONOMOUS)
VYASARPADI, CHENNAI - 600 039

EXTERNAL AUDIT REPORT FOR THE DEPARTMENT OF
PSYCHOLOGY - 06.10.16

Appreciations

- Teacher- student relationship is very cordial
- Infrastructure facilities of the Lab - Good
- Library facilities - Excellent.
- Scholarship Based on Means - alone
- Students discipline - Appreciated

Suggestions - Departmental Library required

- Toilet facility required for boys in this block.
- Water facility - Drinking water facility required
- Canteen - Quantity, Quality, Hygiene, Space to be improved
- Sports Activities, Extra curricular and Co-curricular activities to be strengthened
- Activity Based teaching required
- Remedial ~~students~~ ^{for} classes for Tamil medium students required
- Suggestion box for feedback for teachers
- Student Counsellors required
- Fans should be installed in the lab
- Minimize Penalty for Phones & late coming
- More teaching faculty required
- One lab attender required
- Audio visual aids to be installed in classrooms.
- Transport facilities required.

6/10/16 Dr. K. Jayanthi Rani
Assistant Professor
Dept of Psychology
Ethiraj College for Women,
Chennai - 8

Sarah Manickam
Associate Professor
Dept of Psychology
Puducherry College
Chennai - 5

LIST OF FILES

- 1) Stock Verification, Assessment of work load and time table, Analyses of Teaching Methodologies
- 2) Best practice – Remedial class and their efficacy, Evaluation of internal Assessment pattern
- 3) Analysis of students attendance, tutorial system and mentoring and infrastructural report
- 4) Result galley and Result Analysis
- 5) Projector - ICT Register
- 6) Minutes of Department meeting
- 7) Substitution register (classes compensation to be included)
- 8) Association activities – file/ register
- 9) Students achievements
- 10) Departmental researcher profile
- 11) Institution industry interface – industrial visits
- 12) Extension activity
- 13) Institutional network with alumni and alumni register
- 14) Guest lecturer and seminars conferences /workshop conducted and photo documentation
- 15) Visitors book
- 16) Placement report
- 17) Disciplinary file
- 18) PTA Register
- 19) Faculty Profile
- 20) Student's Feedback
- 21) Department Activities /invites
- 22) Interface with the media
- 23) Students Participation in various clubs
- 24) Department Library /register
- 25) Stock Register
- 26) Mentor Register
- 27) Students Profile and Student data
- 28) Alumni Students Data base
- 29) Scholarship File
- 30) Any other –

files maintained for the following:
 Question Bank, Syllabus, NME / soft skills,
 Admission, Faculty participation in various
 colleges, special children, IQAC, Leave and
 medical certificates, counselling

External Academic Audit was conducted for the
 above mentioned files.

6/10/16
 K. Jayanthi Rani
 Assistant Professor
 Dept of Psychology
 Ethiraj College for Women,
 Chennai - 8

6/10/16
 Parash Manickam
 Associate Professor
 Dept. of Psychology
 Presidency College
 Chennai - 5

PATRICIAN COLLEGE OF ARTS AND SCIENCE, CHENNAI

ACADEMIC AUDIT REPORT – SOCIAL WORK

6th OCTOBER 2016

COMMITTEE MEMBERS

Ms Miriam Samuel
Head, Dept of Social Work
Madras Christian College (Autonomous)
Chennai

Dr Sandra Joseph
Former Head, Dept of Social Work
IQAC Co-ordinator
Stella Maris College (Autonomous)
Chennai

GENERAL OBSERVATIONS

The committee examined all files maintained as per the list provided. It was found to be adequate.

The committee was especially impressed with the publications, extension projects and the workshops and conferences organized.

Students are encouraged to participate and present papers in conferences.

The results related to Social Work papers were comparatively higher than the language papers in BSW

MSW results were found good.

The forum of the Dept – SOWERS is a good initiative.

The department has a good network with industry/NGOs

Collaborations with International and national organizations is commendable.

High potential for research and publications

Infrastructure for teaching/learning are found to be adequate. Classrooms are well ventilated and equipped.

FACULTY FEEDBACK

Faculty publications are appreciable

Core areas of expertise exists which is a strength of the dept

Faculty bring in their individual networks and contributes towards departmental growth

The faculty opined that the BSW will be a good feeder for the MSW programme

SUGGESTIONS FOR FACULTY

Capacity building and training for faculty in teaching/learning methodology

The committee observed that there was a number of students from the lower socio-economic background and suggests specific approaches in handling their academic as well as personal needs.

More personal time needs to be given to students especially at the BSW level. It is recommended that faculty spend extra time after class hours to be available to mentor students.

Team building efforts to strengthen the faculty functioning

The committee strongly recommends enhancing the faculty strength in light of the heavy workload given the unique nature of Social Work education that involves class room teaching/ learning and field work training. This calls for one-on-one mentoring and quality time between faculty and students. Furthermore, given the fact that there will be one more class of the III BSW, it requires additional faculty members.

FEEDBACK FROM STUDENTS - MSW

The committee observed that the MSW students were more matured and were competent in the interactions.

They appreciated their Camp, Study tour and field work opportunities given to them

They appreciated the efforts of their faculty in encouraging them to attend conferences, present papers and even to publish. **THIS IS HIGHLY COMMENDED BY THE COMMITTEE**

The ethic of 'equality and fair opportunity' is practiced in the department

Though they expressed that some of the rules were constricting, nevertheless they were appreciative.

Research and FW guidance was good

SUGGESTIONS FOR MSW

More workshops and skills training will enhance their competency in Social Work

Additional option for specialization – Request was made for Community Development

A thorough orientation on specialization and their scope to be given before the commencement of the course.

Orientation to placement agencies to be given so as to enable students to make their choices

More HR agencies to be included in the I year orientation visits

Better planning when events are being organized with the students

Placements to be structured through the department

Rest room and cafeteria to be improved

FEEDBACK FROM STUDENTS - BSW

Faculty must reach out to every student irrespective of their socio-economic backgrounds

The level of learning is varied. Hence students requested subject related handouts which are simplified to the students' level.

Students requested that the book fee paid by them is fully utilized to provide books and reading material for the students benefit.

OVERALL OBSERVATIONS AND SUGGESTIONS

The BSW programme needs to be strengthened by providing more faculty members and more mentorship for students irrespective of their backgrounds

Seed money, awards and recognition will enhance their research potential of the faculty

Personal bonding and efforts to build positive relationships with BSW students is imperative and urgent.

Given the nature of the programme there is a need for physical space that will ensure confidentiality and privacy in talking to students

The committee appreciates the growth of the department over a short period of time and wishes them the very best!


6/10/16
Ms MIRIAM SAMUEL


Dr SANDRA JOSEPH

Dr. Sandra Joseph
Associate Professor in Social Work
Secretary
(Indian Association of Social Work Education)
Stella Maris College (Autonomous)
Chennai - 600 086.

REPORT OF THE EXTERNAL AUDIT TEAM

AQAR OF THE DEPARTMENT OF CORPORATE SECRETARYSHIP HELD ON 6.10.2016

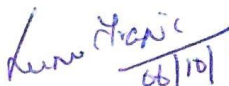
1. Workload and timetable – The present workload of the Department of 64 hours requires appointment of one more teacher. Further, the Head of the department be allotted 12 hours and teachers be given 16 hours of direct contact teaching hours.
Teachers of other department handle classes for Corporate Secretaryship and teachers of Corporate Secretaryship handle classes for other departments. The department timetable/workload does not reflect the deployment of other department staff in the corporate Secretaryship department.
2. Teaching methods used includes PPT and blackboard.
3. Remedial classes are conducted. But the attendance in the classes is dismal. Thus students are to be motivated to attend the remedial classes.
4. Internal assessment is done as per the University prescribed procedure.
5. Students' Attendance is on the lines of – Pocket books, transferring the same into a ledger and later online updation. There is no hourly/subject wise consolidation. This needs to be done.
6. Result galley is bound and well maintained. Analysis of results is done on a satisfactory note. But the results of the present I and II year are in the order of 40% and 39%, while the result of the passed out batch of April 2016 is 69%. Steps be taken to improve the results.
7. Departmental meeting are held. But the minutes are not authenticated by the signature of the Head of the Dept. and the Principal, though there are provisions for the same.
8. Substitution register – Teachers availing leave is very minimum during the Odd semester so far, which is worthy of a praise. Register is maintained for the purpose.
9. Students achievement file is maintained well.
10. Department Research profile is satisfactory.
11. Institution industry/interface and industry visits should be improved.
12. Extension activities – NSS, YRC, ROTARACT and few other clubs are available to the students. But the department does not maintain the activities of the same.
13. Institutional network with Alumni and Maintenance of Alumni registers are satisfactory.
14. As the semester is only 3 months old, one Seminar has been conducted so far.
15. Visitors book is well maintained.
16. Placement cell- There is a centralized placement cell. Many students of the department have got well placed upto World Bank and salary drawn by them goes up to Rs.3.6 lakhs even.
17. Discipline file, parent teacher meeting registers are well maintained.
18. Maintenance of Faculty profile is good.
19. Interface with media has to be improved.
20. Department library is well equipped and stacked with volumes on wide ranging subjects.
Students avail the General Library for their requirements.
21. Mentor Register – Students of the Corporate Secretaryship do not have mentors from their departments, but mentors from other departments take care of them. It would augur well, if the


students of a department are given mentoring by the faculty belonging to the same department for necessary follow up.

22. Students' profile and Students' Data card are well maintained, though for the present 1 year students, it is yet to be readied.
23. Students of the department get 5 private scholarships and all eligible SC/ST students get Government scholarship.

Main Suggestions:

1. To improve the daily attendance of students, **the college can take steps and bring about a system, wherein the class teacher calls the parent on daily basis**(instead of the present system of calling after a student is found to be absent for 3 days) during the course of the day itself, so that absenteeism can be brought under check.
2. Subject -wise attendance shall be maintained for the students and consolidated accordingly.
3. **Teachers of the department need to be motivated** to participate in more number of seminars/conferences, present and publish papers in journals and have to complete their **Ph.D.,**


(Dr. LEEMA FRANCIS)


(Dr. C. R. RAVI)

PATRICIAN COLLEGE OF ARTS AND SCIENCE

DEPARTMENT OF VISUAL COMMUNICATION

EXTERNAL AUDIT HELD ON 6TH OCTOBER 2016

ASSESSMENT REPORT

SUGGESTIONS TO IMPROVE THE STANDARD OF THE DEPARTMENT:


- Studio infrastructure facilities for television production and photography (practicals) to be improved such as more space and latest lighting equipments could be procured. *App. Budget! 2 Lakh*
- Studio accessories and number of cameras could be increased for still photography and video production. *App. Budget! 3 Lakhs.*
- Latest editing softwares such as AVID, FCP to be purchased to update video editing. A digital mixer to be purchased supporting NUENDO and PROTOOLS. Separate studio with required hubs (number of students) for video editing lab. *App. Budget! 1. Lakhs.*
- More media interactions can be encouraged with the industry in terms of Internship, Workshops, etc.
- Department can have independent placement cell and can go for a tie up with media industries.
- Staff members can be encouraged to get qualified. Staff members can be encouraged by the management to attend training programs, UGC refresher programs, short term courses to enhance the skills in video editing, audio editing, and television production in order to match and upgrade with the industry which could be useful both for the students and the college.

EXTERNAL ACADEMIC AUDITORS:

DR. C. JEBA KUMAR
Professor and Head,
Department of Visual Communication,
Dr. Ambedkar Government Arts and Science College,
Vyasarpadi,
Chennai – 600 039.


6/10/2016

PROF. S. ELANGO
Head, School of Media Studies,
St. Thomas College of Arts and Science,
No. 140/6, St. Thomas Nagar, Koyambedu,
Chennai -600 107.


6.10.2016

06/10/2016

External Academic Audit - BBA Dept.

- ① All registers / files are maintained upto date.
- ② Academic parameters are absolutely adhered and practised as per the norms of the management, University of Madras and Accreditation Authorities.
- ③ The knowledge and the inquisitiveness of the faculty team is remarkable.
- ④ The initiatives taken by the Department for the growth, welfare of the students both in curricular, career etc is worthy mentioning.
- ⑤ Students feedback on teaching, faculty are excellent and positive. [visited each class and heard their feedback].

Areas for Improvement :-

1) Intranet facilities for the Dept, with a login id for every student, to access and know, retrieve all information about their profile.

2) More of ICT / Based LCD / OHP classes are required by the students.

3) A student Report Card could be generated and circulated to the parents to know their wards performance at the end of every assessment.

4) Internships (summer projects) can be done by students to have a working domain knowledge of the Main Project.

5) Tie-ups with premier Management Institutes like MNA to give a wide exposure to the students and make them emerge as future Business Leaders.

Institutional Membership - Around 20,000/- p/a
There are individual Faculty/Student Memberships available too.

Suggestions

- 1) Students need a water cooler facility the BBA floor.
- 2) Fans need to be little more speedier
- 3) Improvement in Ventilation is required.

We thank you whole heartedly for giving us an opportunity to pen down our observations and suggestions.

Thank You,

K.R. Kolammal
610101010

K. R. KOLAMMAL
Asst. Professor,
G. Vaishnav College.

Hanan
(ANARUMAN. M)
Head, BBA Dept;
Jyoti Jain College for
Women
Ch. F.

PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR, CHENNAI-20

DEPT OF COMMERCE

AQAR-EXTERNAL AUDIT -06/10/2016

The department has displayed all the records for inspection for external audit. Based on the guidelines given the Audit Committee has given the following report...

1. Stock verification was done; assessment of work load was carried out. Time table was examined and teaching methodology was discussed with the staff and students.
2. The department conducts remedial classes regularly for academically weak students. Internal assessment pattern is found to be satisfactory
3. Records of students' attendance are maintained.
4. Tutorial system with 15 students per teacher is in place. Infrastructural support is satisfactory.
5. Examination of result analysis has been carried out. Efforts must be taken by the staff to improve the results in the subjects where results are less than 60%.
6. The department has been maintaining ICT-register.
7. The minutes of the departmental meeting have been properly maintained.
8. Substitution register is being separately maintained.
9. The matters relating to association activities have been properly filed and photo albums have been properly maintained.
10. With regard to students' achievement, 8 students have passed with distinction in the previous academic year and some students have taken part in the sports activities at the State and National level.
11. The department has 6 teachers with doctorate and 3 teachers are waiting for viva examination, 1 teacher submitted synopsis and 4 teachers are with research progress.
12. 8 teachers have passed NET/SET.
13. The department is arranging for students industrial visit-RBI, MSSRF-Aavin social entrepreneurship and bakery training.
14. In the area of extensions activity, students were trained in skill development and in turn the trained students have given the skill development to the students of St. Louis school for Deaf and Dumb (Chocolate and jewellery making).

15. Alumni Association Register is maintained and the department is having excellent network with alumni. The alumni are invited to give the motivational speech to the students and also to act as judges for various events.
16. Teachers have been publishing the research papers in various conferences.
17. The department has been conducting workshop for students in entrepreneurship.
18. Visitors' book is maintained.
19. Placement record is maintained and in the previous year alone 36 students are placed in different companies with the salary varying between Rs.11, 000 and 20,000 per month. One Post graduate student is employed at World Bank.
20. Files relating to disciplinary action are maintained properly.
21. PTA-Register is well maintained.
22. Faculty profile is comprehensive.
23. Departmental activities-Invites are well organized
24. Interface with media-Departmental function need to be published in engagement columns of various newspapers.
25. Students' participation in various clubs properly motivated and documented.
26. Departmental library is created by staff members themselves with the help of books donated by the staff members.
27. Stock register, Mentor register, Students profile (soft copy), Students data card, Alumni database are being satisfactorily maintained
28. The department also maintains the scholarship file for SC/ST students and helps the students to obtain appropriate scholarship.

Students feedback (confidential in camera)

1. All theory subjects must be handled with practical exposure.
2. Smart class arrangement must be made.
3. Canteen must be expanded.
4. Sports infrastructure facilities to be expedited.
5. Communication facility in the college to be made for long distance students, part time employed students and girls in emergency situation to contact parent.
6. The students appreciated the method of teaching by the teachers (good and proper as conveyed by the students).
7. The dress code prescribed by the college must be followed by the students of all departments uniformly.


(Dr.M.V. ARULALAN)

 6.10.2016
(Dr.R. VIJAYARAGHAVAN)

External Academic Audit Report

06.10.2016

Observations of External Expert

Dr. S. Thirunavukkarasu
Principal
RKM Vivekananda College,
Mylapore, Chennai – 4

- (1) Admission Intimation Card to be wholly replaced; [no interview'; only
intimation to applicant, the appropriate communication model given]
- (2) Changes in Application Proforma suggested to the Principal [to include
words as in the copy enclosed]
- (3) 'TC' to be included in the list of documents to be furnished by the applicant
- (4) Perused :
 - (a) NAAC Certificate
 - (b) Admission Registers
 - (c) Permanent Affiliation Papers
 - (d) Circulars sent from the Principal's office
 - (e) Files pertaining to Students' Scholarship
 - (f) Events held on campus
 - (g) All Staff and Students documents to be shifted to First Floor


Dr. S. Thirunavukkarasu

Principal
PRINCIPAL
RAMAKRISHNA MISSION
VIVEKANANDA COLLEGE
(AUTONOMOUS)
CHENNAI - 600 004

External Academic Audit Report

Examinations Wing

06.10.2016

Observations of External Expert

Dr. R. Ramachandran
COE
RKM Vivekananda College,
Mylapore, Chennai – 4

1. Office of the Dean of Examination to be Shifted to I Floor.
2. All Staff and Students documents of the Dean of Examination to be Shifted to I Floor.
3. ALL XII Markstatements of State Board to be electronically filed with the Directorate of Government Examinations, Chennai 6 and a request to this effect, asking for this college to be registered as a separate unit with its own user id and password to be sent to the Directorate of Government Education.
4. All XII Mark statements obtained from students to be returned in the 6th Semester after clearance of Directorate of Government Education.


Dr. R. Ramachandran
COE

Dr. R. RAMACHANDRAN
Controller of Examinations
RAMAKRISHNA MISSION
VIVEKANANDA COLLEGE
(AUTONOMOUS)
MYLAPORE, CHENNAI-4

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT DUTY LIST

DATE: Monday 17TH AND Tuesday 18TH DECEMBER 2018 @ 1.15pm

Department	Name of Internal Auditor
B.C.A	Dr. Magaveer, Dept of Psychology Mr. Senthikumaran, Dept of Psychology
B.Sc Computer Science	Mr. Sriram, Dept of Mathematics Mr. Joseph Bellarmin, Dept of Mathematics
B.Com(General) & M.Com	Mrs. Lakshmi Kumari, Dept of English Dr. Benita, Dept of English
B.B.A	Dr.. Meenakshi, Dept of A&F Dr.. Bhuvaneswari, Dept of A&F
B.Sc Viscom	Mrs. Frizilin, Dept of Computer Science Mrs. Fouzia, Dept of Computer Science
B.Com(C.S)	Mrs. Sindhu, Dept of Social Work Mrs. Vinola, Dept of Social Work
B.A English & MA	Dr. Meena , Dept of Commerce Mrs. Sreepriya, Dept of Commerce
B.Sc Mathematics	Mr. Daniel, Dept of Business Administration Mrs. Mahalakshmi, Dept of Business Administration
B.S.W & MSW	Dr. Subbulakshmi, Dept of Computer Applications Mrs. Annies Mary, Dept of Computer Applications
B.Sc (Psychology)	Mr. Krishna, Dept of Corporate Secretaryship Ms..Prithivi, Dept of Corporate Secretaryship
B.Com (A & F)	Mr. Habeeb, Dept of Visual communication Mr. Mariappan, Dept of Visual communication

PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2017-2018

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT:

DATE OF AUDIT: 17th & 18th December 2018

NAME OF THE INTERNAL AUDITORS:

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:				
1	Lesson Plan (Odd & Even Semester)			
2	Workload & Time table (Odd & Even Semester)			
3	<ul style="list-style-type: none">Syllabus (old & new)Subject Codes (old & new)			
4	Question Bank: <ul style="list-style-type: none">Theory – University Exam QuestionsPractical – Question Banks			
5	Online Internal Assessment Marks			
6	Result Galley (Nov 2017 & April 2018)			
7.	Result analysis (Nov 2017 & April 2018)			
8	Enabling Classes Register			
9	Projector / ICT register			
10	Details of Guest Lectures organised (Annexure 1)			
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)			
12	Details of Association Activities (Annexure 3)			
Department and faculty related documents :				
13	Department Meeting Minutes book (Details of Number of meetings conducted and			

	minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : <input type="text"/>			
14	Substitution Register(Classes Compensated is to be included)			
15	Is the Substitution register duly attested by the Principal and Dean – Academics			
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)			
Students enhancement and students support system details:				
17	Details of Industrial visits organised (annexure 5)			
18	Placement details of students (Annexure 6)			
19	Students participation in various clubs (Annexure 7)			
20	details of scholarships and other financial assistance available to the students (Annexure 8)			
21	Mentor register			
Details of extension activities of the department:				
22	Details of alumni database			
23	Departmental extension activity (Annexure 9)			
24	Details of Parents Teachers Meeting (Annexure 10)			
25	Is the attested copy of PT meeting attendance available in the department?			
26	Details of Students achievements (Annexure 11 A & 11 B)			
Other related records:				
27	Media Publishing			
28	Department Library / Library register			
29	Stock register			
30	Details of faculty awards and recognition(Annexure 12)			

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person

Annexure 2 - Details of Seminars / Conferences / Workshops conducted

S.No	Date	Seminar/ Conference/ workshop	State/ National/ International	Topic / Theme	Details of resource person	No. of participants

Annexure 3 - Details of Association activities

S.No	Date	Name of the event	Details of resource person	No. of participants

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the faculty	Details of participation		State/ National/International level	Is the documents Submitted to IQAC
		Seminar/ conference/workshop	Presented/Participated		

Annexure 5: Details of Industrial visits organised

S.No	Date	Class	Organisation visited

Annexure 6: Placement details of students

S.No	Name of the student	Class	Organisation place in

Annexure 7: Students participation in various clubs

S.No	Class	No of students	Club enrolled in

Annexure 8: Details of scholarships and other financial assistance available to the students

S.No	Class	Name of the student	Type of financial assistance (Govt Scholarship/ Private Scholarship/university free seat/ fees concession)

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out campus)	Organisation visited(if any)	No. Of student participants

Annexure 10: Details of Parents Teachers Meeting

S.No	Date of the meeting	Class	Total no of students enrolled	Total no of parents attended

Annexure 11A: Details of students' achievements(sports/ cultural)

S.No	Name of the students	Class	Achievement in Sports/ cultural	Intercollegiate/ zonal/district/university/ national/international

Annexure 11B: Details of students' achievements (seminars/ workshops)

S.No	Name of the students	Class	Presented / participated	District/ state/ national/ international	Name of the institution & theme of the program

Annexure 12: Details of faculty awards and recognition

S. No	Name of the faculty	Details of award/recognition	District/ state/national/international

Sane
9/1/19

PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2017-2018

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT: BCA

DATE OF AUDIT: 17th & 18th December 2018

NAME OF THE INTERNAL AUDITORS: Dr. Magaveera Nagappa
Mr. Senthilkumar

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:				
1	Lesson Plan (Odd & Even Semester)	✓		
2	Workload & Time table (Odd & Even Semester)	✓		
3	<ul style="list-style-type: none">• Syllabus (old & new)• Subject Codes (old & new)	✓		
4	Question Bank: <ul style="list-style-type: none">• Theory – University Exam Questions• Practical – Question Banks	✓		
5	Online Internal Assessment Marks	✓		
6	Result Galley (Nov 2017 & April 2018)	✓		
7.	Result analysis (Nov 2017 & April 2018)	✓		
8	Enabling Classes Register	✓		
9	Projector / ICT register	✓		
10	Details of Guest Lectures organised (Annexure 1)	✓		
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)		No	Not Conducted
12	Details of Association Activities (Annexure 3)	✗	No	NIL

Department and faculty related documents :

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : 5	✓		
14	Substitution Register(Classes Compensated is to be included)	✓		
15	Is the Substitution register duly attested by the Principal and Dean - Academics	✓		Need to be attested
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	✓		

Students enhancement and students support system details:

17	Details of Industrial visits organised (annexure 5)	✓		
18	Placement details of students (Annexure 6)	✓		
19	Students participation in various clubs (Annexure 7)	✓		
20	details of scholarships and other financial assistance available to the students (Annexure 8)	✓		
21	Mentor register	✓		

Details of extension activities of the department:

22	Details of alumni database	✓		
23	Departmental extension activity (Annexure 9)		No	NIL
24	Details of Parents Teachers Meeting (Annexure 10)	✓		
25	Is the attested copy of PT meeting attendance available in the department?	✓		
26	Details of Students achievements (Annexure 11 A & 11 B)	✓		

Other related records:

27	Media Publishing		No	NIL
28	Department Library / Library register	✓		
29	Stock register	✓		
30	Details of faculty awards and recognition(Annexure 12)		No	NIL

Department of Computer Applications

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person
1	31/07/2017	III BCA	Global Threats and Oppurtunities i IT Young Professional	Mr.NandhaKumar Paulraj Director Platosys Technology
2	07/02/2018	III BCA & II BCA	Big Data Analysis	Mr.Banukumar Director WinVinaya Information Systems

Annexure 2 - Details of Seminars / Conferences / Workshops conducted

S.No	Date	Seminar/ Conference/ workshop	State/ National/ International	Topic / Theme	Details of resource person	No. of participants
		NIL				

Annexure 3 - Details of Association activities

S.No	Date	Name of the event	Details of resource person	No. of participants
		NIL		

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the faculty	Details of participation		State/ National/ International level	Is the documents Submitted to IQA
		Seminar/ conference/workshop	Presented/Participated		
1	MRs.Sriv aishnavi	International Conference Workshop	participated	International	Yes

Annexure 5: Details of Industrial visits organised

S.No	Date	Class	Organisation visited
1	14/12/2018	III BCA	ISRO SATHISH DHAWAN SPACE CENTRE

Annexure 6: Placement details of students

S.No	Name of the student	Class	Organisation place in
1	DEFDAN A	III BCA A	Way Cool
2	JOSEPHINE CECILY	III BCA A	SUTHERLAND GLOBAL SERVICES
3	VIVEK THOMAS	III BCA B	SUTHERLAND GLOBAL SERVICES
4	LENORA ANN SAMUEL	III BCA A	SUTHERLAND GLOBAL SERVICES
5	DHANALAKSHMI	III BCA A	SUTHERLAND GLOBAL SERVICES

Annexure 7: Students participation in various clubs(Office Bearer)

S.No	Class	No of students	Club enrolled in
1	III BCA & II BCA	6	NSS
2	III BCA	2	ROTARACT
3	II BCA	2	LIBRARY SECRETARIES

Annexure 8: Details of scholarships and other financial assistance available to the students

S.No	Class	Name of the student	Type of financial assistance (Govt Scholarship/ Private Scholarship/university free seat/ fees concession)
1	III BCA A	SUBAN	PATRICIAN COLLEGE FEE CONCESSION
2	III BCA B	PAVITHRA	PATRICIAN COLLEGE FEE CONCESSION
3	III BCA B	ROMENSON	UNIVERSITY OF MADRAS FEE CONCESSION
4			

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out campus)	Organisation visited(if any)	No. Of student participants
	NIL			

Annexure 10: Details of Parents Teachers Meeting

S.No	Date of the meeting	Class	Total no of students enrolled	Total no of parents attended
1	15-07-2017	I B C A A	50	40
2	15-07-2017	II B C A B	50	46
3	15-07-2017	III B C A A	50	35
4	15-07-2017	III B C A B	48	24
5	03-02-2018	I B C A A	49 50	49
6	03-02-2018	I B C A B	50	48
7	03-02-2018	II B C A A	50	28
8	03-02-2018	II B C A B	50	44
9	03-02-2018	III B C A B	50	25
10	03-02-2018	III B C A B	48	25

Annexure 11A: Details of students' achievements(sports/ cultural)

S.No	Name of the students	Class	Achievement in Sports/ cultural	Intercollegiate/ zonal/district/university/ national/international
1	AJINATH	III BCA A	ATHLETIC	
2	AKASH	II BCA A		
3	MOULANA MANSOOR AHAMED	III BCA A	SHIPWRECK STRESS INTERVIEW	DG VAISHNAVA COLLEGE, 3 RD PLACE 2 ND PLACE
4	LEENAS CLARANCE	III BCA B	PHOTOGRAPHY	DG VAISHNAVA COLLEGE 1 ST PLACE

Annexure 11B: Details of students' achievements (seminars/ workshops)

S.No	Name of the students	Class	Presented / participated	District/ state/ national/ international	Name of the institution & theme of the program
			NIL		

Annexure 12: Details of faculty awards and recognition

S. No	Name of the faculty	Details of award/recognition	District/ state/national/international
		NIL	

PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2017-2018

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Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT: BSC COMPUTER SCIENCE

DATE OF AUDIT: 5th January 2019

NAME OF THE INTERNAL AUDITORS: 1. Mr.S.Sriram 2. Mr.Joseph Bellarmin

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:				
1	Lesson Plan (Odd & Even Sem)	√		Taken Print out Staff wise for both Nov.17 & Apr.18
2	Workload & Time table (Odd & Even Sem)	√		Available for both odd and even sem
3	<ul style="list-style-type: none">• Syllabus (old & new)• Subject Codes (old & new)	√		Available, New Syllabus is taken print out and attached
4	Question Bank: <ul style="list-style-type: none">• Theory – University Exam Questions• Practical – Question Banks	√		April 2018 to be filed , All other question paper is available
5	Online Internal Assessment Marks	√		Manual and Univ. Online available
6	Result Galley (Nov 2016& April 2017)	√		Both Nov & Apr available
7.	Result analysis (Nov 2016 & April 2017)	√		Available

8	Enabling Classes Register		√	Currently not available
9	Projector / ICT register	√		Notes and class details available, PPT details also available
10	Details of Guest Lectures organised (Annexure 1)	√		Available as in Annexure.1
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)			Not Conducted
12	Details of Association Activities (Annexure 3)	√		Available as in annexure.3

Department and faculty related documents :

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : 12	√		Not obtained signature from Principal
14	Substitution Register(Classes Compensated is to be included)	√		
15	Is the Substitution register duly attested by the Principal and Dean - Academics			Not Signed by Principal
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	√		Available as in Annexure.4

Students enhancement and students support system details:

17	Details of Industrial visits organised (annexure 5)	√		Available with place of visit and details like date , number of students etc
18	Placement details of students (Annexure 6)	√		Available as in Annexure.6
19	Students participation in various clubs (Annexure 7)	√		Available refer Annexure.7
20	details of scholarships and other financial	√		Ref.Annexu

	assistance available to the students (Annexure 8)			re.8 College fees concession details to be filed
21	Mentor register	√		Available
Details of extension activities of the department:				
22	Details of alumni database	√		Address and student details
23	Departmental extension activity (Annexure 9)	√		Available Ref. Annex. 9
24	Details of Parents Teachers Meeting (Annexure 10)	√		Available Ref. Annex.10
25	Is the attested copy of PT meeting attendance available in the deparment?			Not signed
26	Details of Students achievements (Annexure 11 A & 11 B)	√		
Other related records:				
27	Media Publishing	----	---	----
28	Department Library / Library register	√		Books are arranged in cub board
29	Stock register	√		Available
30	Details of faculty awards and recognition(Annexure 12)	----		----

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person
1	03/8/2017	II BSC, III BSC and III BCA	Test Automation-Selenium	Mr.Vijayakumar.S, Quality Engineer, Maples Imaging Solutions Pvt Ltd.
2	04/8/2017	III BSC	IOT and its Applications	Dr.Kazhuaki Tanaka, Kyushu Institute of Technology, Japan

Annexure 2- Details of Seminars / Conferences / Workshops conducted

S.No	Date	Seminar/Conference/workshop	State/National/International	Topic / Theme	Details of resource person	No. of participants
NIL						

Annexure 3 - Details of Association activities

(1) Judges for our Events:

S.No	Date	Class	Name of the event	Details of Judges	No. of participants
1	13/9/2017	III BSC	Miracle Minds '17 – Paper Presentation	Mrs.B.Anandapriya, Dean of Academics & Asst.Prof, Dept.of Computer Applications	7
2	14/9/2017	II BSC	Miracle Minds '17 – Paper Presentation	Mr.Daniel Chalke, Head, Dept.of Business Administration	11

3	19/9/2017	I BSC	Miracle Minds '17 – Paper Presentation	Mr.Habeeb Ur Rahman, Head, Dept.of Visual Communication	5
4	06/2/2018	I BSC	Mech-O-Cuit – Hardware Expo	Mrs. Alice Hepzibah, Associate Professor, Rajalakshmi Engineering College	11 Teams (28 participants)

(2) Release of our NewsLetter “ByteStreet” Issue 7

S.No	Date	Class	Name of the event	Chief Guest
1	13/9/2017	III BSC	Release of NewsLetter “ ByteStreet”	Dr.A.Joseph Durai, Principal

(3) Signing of MOUs:

SNO	Organization with which Mou is signed	Name of the institution/industry/ corporate body	Year of signing MOU	Duration	List of activities under each MOU year wise
1	HB Education and Consulting Services Private Ltd,Chennai	Patrician College of Arts and Science, Adyar	2017-2018	30 hrs	CCNA Training Course (not yet completed)
2	Pojo Software Private Ltd,Chennai	Patrician College of Arts and Science, Adyar	2017-2018	Self learning process	Net Beans Self learning Educational Modules

(4) INSTITUTIONAL NETWORK WITH ALUMNI:

S.No	Date	Class	Name of the event	Details of Judges	No. of participants
1	16/2/2018	II BSC	CodeZone-2K18 – Software Expo	Mr.Praveen Kumar.S, Associate Engineer, INATECH Solutions	12

(5) 1st INTER-COLLEGIATE CONDUCTED-TECHNO BAY 2K18:

S.No	Date	Details of Chief Guest	No.of College participated	No. of participants	Over All Winning Team	Over All Runner-Up Team
1	06/3/2018	Mr.Venkatesan Prabu, MCITP,MCAD,MCTC , CCNA,CNA, Managing Director, Kaashiv Info Tech, Chennai.	13	120	M.O.P Vaishnav College for Women	Guru Nanak College

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the faculty	Details of participation		State/ National/International level	Is the documents Submitted to IQAC
		Seminar/ conference/workshop	Presented/ Participated		
1	Mr.John Vaseekaran.S	Fourth National Conference on "Recent Trends in Computer Science" on 01/9/2017	Authored a paper on "Web Structure Mining"	National	Yes
2	Mrs.Mashiya Afroze.F	External examiner for Practical Examination at Justice Basheer Ahmed Sayeed College for Women(letter dated 28.3.2018)			
3	Mrs.Frizilin.R	Question Paper setter for End Semester Examinations March/April 2018 for the paper "Discrete Mathematics"			

Annexure 5:Details of Industrial visits organised

S.No	Date	Class	Organisation visited
1	14/12/2017	III BSC	Sathish Dhawan Space Centre, Sriharikota
2	27/2/2018	II BSC	Kaashiv Infotech, Anna Nagar
3	21/2/2018	I BSC	Ampitron Products, Thiruvannamiyur

Annexure 6: Placement details of students

S.No	Name of the student	Class	Organisation place in
1	Ashwin.D	III BSC	Zilker Technology India Pvt.Ltd
2	S.Priyanka	III BSC	TVS Next Pvt.Ltd
3	S.Priyanka	III BSC	CMS IT Services

4	1.S.Priyanka 2.Vithya.S 3.Ryan Bernard 4.Jayasri.R 5.Srija.M	III BSC	Sutherland Global Services Pvt.Ltd
5	Godwin Vijay	April 2017 passed out	TATA Consultancy Services Ltd (letter dated 19/6/2017)

Annexure 7: Students participation in various clubs

S.No	Class	No of students	Club enrolled in
1	III BSC	7	NSS
	II BSC	29	
	I BSC	10	
2	III BSC	7	ROTARACT
	II BSC	10	
	I BSC	21	
3	III BSC	6	YRC
	II BSC	2	
	I BSC	9	
4	III BSC	7	FINE ARTS
	II BSC	NIL	
	I BSC	NIL	
5	III BSC	9	ENVIRO
	II BSC	3	
	I BSC	NIL	
6	III BSC	8	LEO
	II BSC	NIL	
	I BSC	NIL	
7	III BSC	6	CONSUMER
	II BSC	NIL	

	I BSC	NIL	
8	III BSC	NIL	READING
	II BSC	2	
	I BSC	NIL	
9	III BSC	NIL	AICUF
	II BSC	5	
	I BSC	NIL	

Annexure 8: Details of scholarships and other financial assistance available to the students

S.No	Class	Name of the student	Type of financial assistance (Govt Scholarship/ Pvt Scholarship/university free seat/ fees consession)
1	I BSC	7	Govt.Scholarship
2	II BSC	10	Govt.Scholarship
3	III BSC	9	Govt.Scholarship
4	II BSC	1(Maria Wilfred Robin)	Concession
5	III BSC	1(Vithya.S)	Full Fees Concession
6	III BSC	P.Pavithra	St.Louis Educational Scholarship
7	III BSC	Ryan Antony Bernard	St.Louis Educational Scholarship

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out campus)	Organisation visited(if any)	No. Of student participants
1	5/2/2018 to 16/2/2018	Skill Development Training Course in Ms-Office	Chennai Middle School, Gopalapuram.	22

Annexure 10: Details of Parents Teachers Meeting

S.No	Date of the meeting	Class	Total no of students enrolled	Total no of parents attended
1	15/7/2017	II BSC	50	50
		III BSC	48	34
		I BSC	47	45
2	03/2/2018	II BSC	50	46
		III BSC	48	40
		I BSC	47	45

Annexure 11A: Details of students' achievements(sports/ cultural)

S.No	Name of the students	Class	Achievement in Sports/ cultural	Intercollegiate/ zonal/district/university / national/international
1	Kameshwaran.D	I BSC	Sports	Runner Up in 18 th All India ICA T20 Cup 2018 organized by Indian Cricket Academy ICA held at Vizag,A.P from 15.1.18 to 23.1.18

Annexure 11B: Details of students' achievements (seminars/ workshops)

S.No	Name of the students	Class	Presented / participated	District/ state/ national/ international	Name of the institution & theme of the program
1	Akaash Bharghav.G	II BSC	participated	National Workshop/Training Programme on "SafeGuarding Secularism and Democracy" from 12/8/2017 to 15/8/2017	AICUF National Team(All India Catholic University Federation), AICUF House, Chennai.

(2) INTERCOLLEGIATE COMPETITIONS(outside college)

S. No	Name of the student	Class and section	Event	College /Place	Date	Place secured
1	R.Sobana	II BSC	Brain Freeze	Ethiraj College	19/8/2017	III
	G.Shyamala Devi					
	D.Vanitha		Tamil-Poetry Writing	Hindustan College of Arts and Science	17/8/2017	I
	Bharath Kumar					
2	Jayasri.R	III BSC	Paper Presentation	Ethiraj College for Women		III
	R.Charumathi					
3	R.Charumathi	III BSC	Technical Singing	Ethiraj College for Women		III
	V.Praveena					
	R.Jayasri					
	V.Abinaya					
	S.Anu					
	R.Bakiya Lakshmi					

(3) CERTIFICATE COURSES ATTENDED

S. No	Name of the student	Class and section	Course name	Place	company	Date
1	Aliasgar Kutbuddin Sakarwala	II BSC	Basics of HTML	Manipal PRO lean Certificate of Merit	Manipal Global Education Services Pvt.Ltd	21/4/2018
2	Aliasgar Kutbuddin Sakarwala	II BSC	Programming Using Java	Manipal PRO lean Certificate of Merit	Manipal Global Education Services Pvt.Ltd	20/4/2018
3	Aliasgar Kutbuddin Sakarwala	II BSC	Android App Development	Manipal PRO lean Certificate of Merit	Manipal Global Education Services Pvt.Ltd	19/4/2018
4	Aliasgar Kutbuddin Sakarwala	II BSC	Basics of Digital Marketing	Manipal PRO lean Certificate of Merit	Manipal Global Education Services Pvt.Ltd	21/4/2018
5	Aliasgar Kutbuddin Sakarwala	II BSC	Project Management-Essentials	Manipal PRO lean Certificate of Merit	Manipal Global Education Services Pvt.Ltd	20/4/2018
6	Shalini.S	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
7	Ganesh.J	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
8	Lavanya.M	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
9	Divya.D	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries	18.1.18

					Corporation Ltd	to 7.2.18
10	Nandhini.R	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
11	Preethi.M	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
12	Sandra Kathrin.T	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
13	Dev Kumar.M	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
14	Rathish Kumar.S	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
15	Kishore nath.S	I BSC	Web Designing	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
16	Sadiq Batcha.A	I BSC	Tally with GST	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
17	Kezia David Christy.D	I BSC	3D Animation	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
18	Craig Richard Felix	I BSC	3D Animation	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18
19	Ritheesh.V	I BSC	3D Animation	NSIC Technical	National	18.1.18

				Services Centre	Small Industries Corporation Ltd	to 7.2.18
20	Mohamed Niyaz.S	I BSC	3D Animation	NSIC Technical Services Centre	National Small Industries Corporation Ltd	18.1.18 to 7.2.18

(4) INTERNSHIP TRAINING ATTENDED

S. No	Name of the student	Class and section	Course name	Place	Date
1	Aliasgar Kutbuddin Sakarwala	II BSC	Internship Training	KaaShiv Info Tech, Anna Nagar	28/4/18 to 02/5/2018

(5) NATIONAL WORKSHOP/TRAINING PROGRAMME

S. No	Name of the student	Class and section	Event	Place	Organized by	Date
1	Akaash Bharghav.G	II BSC	National Workshop/Training Programme on "SafeGuarding Secularism and Democracy"	AICUF House Chennai	AICUF National Team(All India Catholic University Federation)	12/8/2017 to 15/8/2017

(6) WORKSHOP ATTENDED

S. No	Name of the student	Class and section	Event	Place	Date
1	Aliasgar Kutbuddin Sakarwala	II BSC	Workshop on Ethical Hacking	Kyrion Technologies Pvt.Ltd IIT, Madras	10/3/18 & 11/3/18

(7) STUDENTS AWARDS(2017 – 2018)

S. No	Name of the student	Class and section	Event	College/Place/Date	Place secured
1	G.Akaash Bharghav	II BSC	State Level Leadership Camp	St.Joseph's College,Tiruchy from 29/7/2017 to 31/7/2017	Elected as National Team Leader of AICUF State Unit

(8)INTER- DEPARTMENTAL NOTICE BOARD COMPETITION(2017-2018)

S. No	Name of the student	Class and section	Event	College /Place	Date	Place secured
1	Ajith Kumar.S	I BSC	Best Notice Board Competition based on CANCER AWARENESS	Patrician College of Arts and Science	05/2/2018	II
2	Anee.S	III BSC				
3	M.Swetha	III BSC				
4	S.Anu	III BSC	Best Notice Board Competition on account of Christmas Celebration	Patrician College of Arts and Science	21/12/2017	I
5	J.Swetha	III BSC				
6	Ajith Kumar.S	I BSC				
7	Mohammed Niyaz	I BSC	Quiz	Patrician College of Arts and Science(English Dept)		III
8	Craig Richard Felix					
9	Vanitha.D	II BSC	Aptitude	Patrician College of Arts		III

				and Science(Maths Dept)		
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Annexure 12: Details of faculty awards and recognition

S. No	Name of the faculty	Details of award/recognition	District/ state/national/international
NIL			

S. S. Raman
8/1/19

Joseph
8/1/2019
(A. JOSEPH BELLARMIN)

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : 8	✓		
14	Substitution Register(Classes Compensated is to be included)	✓		Can be organised better
15	Is the Substitution register duly attested by the Principal and Dean - Academics		✓	No attestation
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	✓		

Students enhancement and students support system details:

17	Details of Industrial visits organised (annexure 5)	NIL		Study tour can be added
18	Placement details of students (Annexure 6)	✓		Good.
19	Students participation in various clubs (Annexure 7)	✓		
20	details of scholarships and other financial assistance available to the students (Annexure 8)	✓		
21	Mentor register	✓		Can be reorganised

Details of extension activities of the department:

22	Details of alumni database	✓		
23	Departmental extension activity (Annexure 9)	✓		NIL.
24	Details of Parents Teachers Meeting (Annexure 10)	✓		
25	Is the attested copy of PT meeting attendance available in the department?	✓		
26	Details of Students achievements (Annexure 11 A & 11 B)	✓		

Other related records:

27	Media Publishing	NIL		
28	Department Library / Library register	NIL		
29	Stock register	✓		
30	Details of faculty awards and recognition(Annexure 12)	NIL		

Subscribed
5/12/2019

Dr. A. BENITA

7/1/19
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PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2017-2018

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT: BSC(Visual Communication)

DATE OF AUDIT: 4th January 2019

NAME OF THE INTERNAL AUDITORS:

1. Mrs.FRIZILIN.R

2. Mrs.THASIN FOUZIA.M.H

2. Mrs. THASIN FOUZIA.M.H

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:				
1	Lesson Plan (Odd & Even Semester)	yes		
2	Workload & Time table (Odd & Even Semester)	yes		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	yes		There is no change in syllabus
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	yes (Theory)		No question bank for practicals
5	Online Internal Assessment Marks	yes		
6	Result Galley (Nov 2017 & April 2018)	yes		
7.	Result analysis (Nov 2017 & April 2018)	yes		No Toppers list attached
8	Enabling Classes Register		no	
9	Projector / ICT register	yes		
10	Details of Guest Lectures organised (Annexure 1)		no	
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)	yes		
12	Details of Association Activities (Annexure 3)	yes		

Department and faculty related documents :

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : 19	yes		Not signed by Principal
14	Substitution Register(Classes Compensated is to be included)	yes		
15	Is the Substitution register duly attested by the Principal and Dean - Academics		no	
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	yes		

Students enhancement and students support system details:

17	Details of Industrial visits organised (annexure 5)	yes		No visit for II yrs
18	Placement details of students (Annexure 6)	yes		No proof documents
19	Students participation in various clubs (Annexure 7)	yes		Clubwise no details
20	details of scholarships and other financial assistance available to the students (Annexure 8)	yes		
21	Mentor register	yes		Separate notebooks maintained for each class(I,II,III yrs)

Details of extension activities of the department:

22	Details of alumni database		no	
23	Departmental extension activity (Annexure 9)		no	
24	Details of Parents Teachers Meeting (Annexure 10)		no	
25	Is the attested copy of PT meeting attendance available in the department?		no	
26	Details of Students achievements (Annexure 11 A & 11 B)	yes		

Other related records:

27	Media Publishing		no	
28	Department Library / Library register	yes		

29	Stock register	yes		includes details about the devices. No stationary details.
30	Details of faculty awards and recognition(Annexure 12)		no	

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person
NIL				

Annexure 2 - Details of Seminars / Conferences / Workshops conducted

S.No	Date	Seminar/ Conference/ workshop	State/ National/ International	Topic / Theme	Details of resource person	No. of participants
1	27/7/17	Seminar	-	TV Production	Mr.Balaji, Sun Music Channel,Head	II and III yrs

Annexure 3 - Details of Association activities

S.No	Date	Name of the event	Details of resource person	No. of participants
1	7/8/17 and 8/8/17	Light & Art Exhibition	Mr.Trosky Marudhu	I, II and III yrs
2	10/8/17	Director Discussion	Director Pushkar and Gayathri	II and III yrs
3	8/2/18	Inter Collegiate Cultural	Director Arumuga Kumar	I, II and III yrs

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the faculty	Details of participation		State/ National/International level	Is the documents Submitted to IQAC
		Seminar/ conference/workshop	Presented/Participated		
1	Mrs.Gayathri	Seminar	Participation	National	yes
2	Mr.Habeeb	Journal(EIJFMR)	Published	International	yes
3	Mr.Pradeep	Journal(EIJFMR)	Published	International	yes

Annexure 5:Details of Industrial visits organised

S.No	Date	Class	Organisation visited
1	26/7/17	III yr	Dr.Arun's Camera Museum
2	9/3/18	I yr	Dakshanchitra Open Art Gallery

Annexure 6: Placement details of students

S.No	Name of the student	Class	Organisation place in
NIL			

Annexure 7: Students participation in various clubs

S.No	Class	No of students	Club enrolled in
NIL			

Annexure 8: Details of scholarships and other financial assistance available to the students

S.No	Class	Name of the student	Type of financial assistance (Govt Scholarship/ Private Scholarship/university free seat/ fees concession)
1	I yr	10	Totally 20 students Govt.Scholarship
2	II yr	3	
3	III yr	7	

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out campus)	Organisation visited(if any)	No. Of student participants
NIL				

Annexure 10: Details of Parents Teachers Meeting

S.No	Date of the meeting	Class	Total no of students enrolled	Total no of parents attended
NIL				

Annexure 11A: Details of students' achievements(sports/ cultural)

S.No	Name of the	Class	Achievement	Intercollegiate/
------	-------------	-------	-------------	------------------

	students		in Sports/ cultural	zonal/district/university/ national/international
1			Culturals	Within Patrician College
2	Vignesh.P	III yrs	Culturals	Prof.Dhanapalan College on 14/9/17 and 15/9/17
3	Vignesh.P	III yrs	Culturals	Gurunanak college on 30/1/2018
4	Vignesh.P	III yrs	Culturals	Rotaract Club of Vishwahita on 28/1/2018
5	Vignesh.P	III yrs	Inter Collegiate Feast	Saveetha School of Management on 6/3/18 and 7/3/18

Annexure 11B: Details of students' achievements (seminars/ workshops)

S.No	Name of the students	Class	Presented / participated	District/ state/ national/ international	Name of the institution & theme of the program
1	Interested Students accompanied by Mrs.Gayathri	III yr	Participated on 26/7/17	National Seminar	Dr.MGR Janaki college of Film and Literature

Annexure 12: Details of faculty awards and recognition

S. No	Name of the faculty	Details of award/recognition	District/ state/national/international
		NIL	

INTERNAL AUDITORS :-

1) MRS.FRIZILIN.R

6

2) MRS.THASIN FOUZIA.M.H

11/1/19

PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2017-2018

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT: Visual Communication

DATE OF AUDIT: 4th & 5th January 2019

NAME OF THE INTERNAL AUDITORS: Mrs. Frizlin R & Mrs. Thasin Fouzia M H

INTERNAL AUDITORS: Mrs. Frizlin R & Mrs. Thasin Fouzia M H

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:				
1	Lesson Plan (Odd & Even Semester)			
2	Workload & Time table (Odd & Even Semester)	YES		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	YES		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	YES		No question bank for practical exam since it is viva practical or the question given on spot by External Examiner.
5	Online Internal Assessment Marks			
6	Result Galley (Nov 2017 & April 2018)	YES		
7.	Result analysis (Nov 2017 & April 2018)	YES		
8	Enabling Classes Register	YES		
9	Projector / ICT register		NO	
10	Details of Guest Lectures organised (Annexure 1)	YES		
			NO	Guest lectures are organised as film Director and student discussion
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)		NO	

12	Details of Association Activities (Annexure 3)	YES		
Department and faculty related documents :				
13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : 19	YES		
14	Substitution Register(Classes Compensated is to be included)	YES		
15	Is the Substitution register duly attested by the Principal and Dean - Academics		NO	Advice to get the same
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	YES		
Students enhancement and students support system details:				
17	Details of Industrial visits organised (annexure 5)	YES		
18	Placement details of students (Annexure 6)	YES		
19	Students participation in various clubs (Annexure 7)	YES		
20	details of scholarships and other financial assistance available to the students (Annexure 8)	YES		
21	Mentor register	YES		
Details of extension activities of the department:				
22	Details of alumni database	YES		
23	Departmental extension activity (Annexure 9)		NO	
24	Details of Parents Teachers Meeting (Annexure 10)	YES		
25	Is the attested copy of PT meeting attendance available in the department?	YES		
26	Details of Students achievements (Annexure 11 A & 11 B)	YES		
Other related records:				
27	Media Publishing		NO	
28	Department Library / Library register	YES		

29	Stock register	YES		
30	Details of faculty awards and recognition(Annexure 12)		NO	

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person
NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL

Annexure 2 - Details of Seminars / Conferences / Workshops conducted

S.No	Date	Seminar/ Conference/ workshop	State/ National/ International	Topic / Theme	Details of resource person	No. of participants
1	27/07/2017	Seminar	College	Television Production	Thiru Balaji Sun Music Channel Head	100
2	10/08/2017	Director Discussion	College	Screen Play Writing	Mr.Pushkar & Gayathri (Film Directors)	100
3	22/12/2017	Director Discussion	College	Screen Play Writing	Mr.Gopi nainar (Film Director)	100

Annexure 3 - Details of Association activities

S.No	Date	Name of the event	Details of resource person	No. of participants
1	07/08/17 08/08/17	LIGHT & ART	TROTSKY MARUTHU	150
2	08/02/2018	CHIMERA	Mr.Arumuga Kumar (Film Director) & Mr.Ramesh Thilak (Actor)	350

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the faculty	Details of participation		State/ National/International level	Is the documents Submitted to IQAC
		Seminar/ conference/ ISBN	Presented/Participated Published		
1	HABEEB UR RAHMAN. S	2347-3274	INTERNATIONAL RESEARCH JOURNAL OF MANAGEMENT AND HUMANITIES (2017)		YES
2	PRADEEP KUMAR. M.S	2395-5929	EMPEROR INTERNATIONAL JOURNAL OFFINANCE AND MANAGEMENT RESEARCH (2017)		YES

3	HABEEB UR RAHMAN. S	2395-5929	EMPEROR INTERNATIONAL JOURNAL OFFINANCE AND MANAGEMENT RESEARCH (2017)	YES
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Annexure 5:Details of Industrial visits organised

S.No	Date	Class	Organisation visited
1	26 July 2017	III Bsc Vis Com	Dr.Aruns photo museum
2	9 March 2018	I Bsc Vis Com	Dhakshan Chitra

Annexure 6: Placement details of students

S.No	Name of the student	Class	Organisation place in
1	Vignesh .P	2017	Edufic
2	Vaishnavi	2017	Edufic
3	Jaikiran	2017	Pencil & Monk

Annexure 7: Students participation in various clubs

S.No	Class	No of students	Club enrolled in
1	I Bsc Vis Com	20	YRC,NSS, Fine Arts
2	II Bsc Vis Com	10	NSS YRC AICUF
3	III Bsc Vis Com	10	Fine Arts, Consumer Club, Rotract Culb

Annexure 8: Details of scholarships and other financial assistance available to the students

S.No	Class	Name of the student	Type of financial assistance (Govt Scholarship/ Private Scholarship/university free seat/ fees concession)
1	I Bsc Vis Com	K AKASH	Govt Scholarship
2	I Bsc Vis Com	S BHARATH	Govt Scholarship
3	I Bsc Vis Com	R K NARESH	Govt Scholarship
4	I Bsc Vis Com	J JOHN WESTLY ANTONY	Govt Scholarship
5	I Bsc Vis Com	K AKASH	Govt Scholarship
6	I Bsc Vis Com	NITHISH KUMAR P	Govt Scholarship
7	I Bsc Vis Com	VARUN V	Govt Scholarship
8	I Bsc Vis Com	K W PAUL SILVESTER	Govt Scholarship
9	I Bsc Vis Com	JANAKI RAMAN	Govt Scholarship
10	I Bsc Vis Com	S JAYALAKSHIMI	Govt Scholarship
11	II Bsc Vis Com	VASANTH A	Govt Scholarship
12	II Bsc Vis Com	AJITH KUMAR V	Govt Scholarship
13	III Bsc Vis Com	YOGESHWARAN V	Govt Scholarship
14	III Bsc Vis Com	SUDHIR N S	Govt Scholarship
15	III Bsc Vis Com	P SARATH KUMAR	Govt Scholarship
16	III Bsc Vis Com	SANTHOSH KUMAR R	Govt Scholarship
17	III Bsc Vis Com	PRASANTH B	Govt Scholarship
18	III Bsc Vis Com	JOHN FELIX J	Govt Scholarship
19	III Bsc Vis Com	JAIKIRAN J	Govt Scholarship

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out campus)	Organisation visited(if any)	No. Of student participants
Nil	Nil	Nil	Nil	Nil

Annexure 10: Details of Parents Teachers Meeting

S.No	Date of the meeting	Class	Total no of students enrolled	Total no of parents attended
NIL	NIL	NIL	NIL	NIL

Annexure 11A: Details of students' achievements(sports/ cultural)

S.No	Name of the students	Class	Achievement in Sports/ cultural	Intercollegiate/ zonal/district/university/ national/international
1	Vignesh	III Bsc Vis.Com	III Place in (Step it up)	National Level Management meet and Cultural Fest (Saveetha School of Management)
2	Vignesh	III Bsc Vis.Com	I Place (Winner) Choreo	Oceanus 8 (Rotract club of vishwahita)
3	Vignesh	III Bsc Vis.Com	I Place (Winner) Dance	Inter-Collegiate Cultural Contest (Guru Nanak College)

4	Vignesh	III Bsc Vis.Com	I Place (Winner) Dance	Young Indian Club Shift II (Women's Christian College)
5	Vignesh	III Bsc Vis.Com	I Place (Winner) Sun Shine	Kalinga (Professor Dhanapal Arts College)
6	Ritch Davis E	II BSc	II Place Adzap	CARREFOUR Women's Christian College
7	Ritch Davis E	II BSc	II Place Adzap	Forla Fest Loyola College

Annexure 11B: Details of students' achievements (seminars/ workshops)

S.No	Name of the students	Class	Presented / participated	District/ state/ national/ international	Name of the institution & theme of the program
NIL	NIL	NIL	NIL	NIL	NIL

Annexure 12: Details of faculty awards and recognition

S. No	Name of the faculty	Details of award/recognition	District/ state/national/international
NIL	NIL	NIL	NIL

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PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2016-2017

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT: B.com (CS)

DATE OF AUDIT: 17th & 18th ~~August 2017~~ December 2018

NAME OF THE INTERNAL AUDITORS: Sindhu siron and Vinola Sharowbell.

Sl.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:		ODD ✓		
1	Lesson Plan (Odd & Even Sem)			
2	Workload & Time table (Odd & Even Sem)	ODD ✓ EVEN ✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	ODD ✓ EVEN ✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	2016 ✓ 2017	✓	
5	Online Internal Assessment Marks		No online	Internal marks manual given
6	Result Galley (Nov 2016& April 2017)	2017 ✓ 2016 ✓		
7	Result analysis (Nov 2016 & April 2017)	2016 ✓ 2017 ✓		
8	Enabling Classes Register		✓	
9	Projector / ICT register	✓		
10	Details of Guest Lectures organised (Annexure 1)	1 record		2 guest lectures done 1 recorded.
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)	1 workshop		More workshops Done but not record.
12	Details of Association Activities (Annexure 3)		✓	
Department and faculty related documents :				

YES NO REMARKS

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : <input type="text"/>	2016 ✓	2017	Signature of faculty
14	Substitution Register(Classes Compensated is to be included)	✓		To be completed
15	Is the Substitution register duly attested by the Principal and Dean - Academics		✓	
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	✓		

Students enhancement and students support system details:

17	Details of Industrial visits organised (annexure 5)		✓	
18	Placement details of students (Annexure 6)	✓		
19	Students participation in various clubs (Annexure 7)		✓	
20	details of scholarships and other financial assistance available to the students (Annexure 8)	Government scholarship ✓		
21	Mentor register	✓		

Details of extension activities of the department:

22	Details of alumni database		✓	
23	Departmental extension activity (Annexure 9)		✓	
24	Details of Parents Teachers Meeting (Annexure 10)		✓	
25	Is the attested copy of PT meeting attendance available in the department?		✓	will show later
26	Details of Students achievements (Annexure 11 A & 11 B)	✓		

Other related records:

27	Media Publishing		✓	
28	Department Library / Library register	✓		
29	Stock register		✓	
30	Details of faculty awards and recognition(Annexure 12)	✓		will submit later Documented not done (Sunita mam)

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person
1	12/7/17	B.Com [I]	GST	Mr. P.B. Srivathsan

Annexure 2 - Details of Seminars / Conferences / Workshops conducted

S.No	Date	Seminar/Conference/workshop	State/Naitonal/International	Topic / Theme	Details of resource person	No. of participants
1	8/2/16	ESCAPADE	-	-	Mr. Narthika Rama	450

Annexure 3 - Details of Association activities

S.No	Date	Name of the event	Details of resource person	No. of participants

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the	Details of participation	State/National/International	Is the

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PATRICIAN COLLEGE OF ARTS AND SCIENCE
EXTERNAL AUDIT – FOR THE ACADEMIC YEAR 2017-2018

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT: ENGLISH

DATE OF AUDIT: 05th JANUARY 2019

NAME OF THE INTERNAL AUDITORS: Dr. B. Meena
Mrs. Sreejya .

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		Remarks
		yes	No	
Academic Records:				
1	Lesson Plan (Odd & Even Sem)	✓		Common Lesson Plan for the dept. Sub. wise lesson plan.
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none">Syllabus (old & new)Subject Codes (old & new)	✓		Sub Codes Note book can be maintained
4	Question Bank: <ul style="list-style-type: none">Theory – University Exam QuestionsPractical – Question Banks	✓		-
5	Online Internal Assessment Marks	✓		
6	Result Galley (Nov 2016& April 2017)	✓		
7.	Result analysis (Nov 2016 & April 2017)	✓		
8	Enabling Classes Register			Remedial class time table is available
9	Projector / ICT register	✓		
10	Details of Guest Lectures organised (Annexure 1)	✓		soft copy Available
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)	-	-	-
12	Details of Association Activities (Annexure 3)	✓		Soft copy Available

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted :	✓		
14	Substitution Register(Classes Compensated is to be included)	✓		
15	Is the Substitution register duly attested by the Principal and Dean - Academics	✓		
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	✓		dept copies not available
17	Details of Industrial visits organised (annexure 5)	✓		
18	Placement details of students (Annexure 6)	✓		
19	Students participation in various clubs (Annexure 7)	✓		
20	details of scholarships and other financial assistance available to the students (Annexure 8)	✓		student enrollment list available
21	Mentor register	✓		Govt. Scholar available
22	Details of alumni database	✓		
23	Departmental extension activity (Annexure 9)	✓		
24	Details of Parents Teachers Meeting (Annexure 10)	✓		
25	Is the attested copy of PT meeting attendance available in the department?	✓		
26	Details of Students achievements (Annexure 11 A & 11 B)	✓		
27	Media Publishing			
28	Department Library / Library register	✓		
29	Stock register	✓		
30	Details of faculty awards and recognition(Annexure 12)	✓		
		—	—	—

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person
1.	20 TH SEP 2017	II M.A.	UGC – NET ORIENTATION	MR. JAMES RAAJ
2.	22 ND SEP 2017	I M.A. & II M.A.	20 TH CENTURY LIT CRITICISM & THEORY – AN OVERVIEW	MR. SIVARAMA1.KRISHNAN

Annexure 2 - Details of Seminars / Conferences / Workshops conducted

S.No	Date	Seminar/ Conference/ workshop	State/ Naitonal/ International	Topic / Theme	Details of resource person	No. of participants
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Annexure 3 - Details of Association activities

S.No	Date	Name of the event	Details of resource person	No. of participants
1.	22 ND AUG	MADRAS 360	----	210 students
2.	6 – 12 TH SEP	CALLIGRAPHY COURSE	Mr. Yashwanth , Madras Institute of calligraphy	25 students
3.	29 th Jan 2018	IGNIS FIDOCIA	Mr. shree Kumar verma, Poet and novelist	250 students (21 colleges participated)

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the faculty	Details of participation		State/ National/International level	Is the document submitted to IQAC
		Seminar/ conference/workshop	Presented/Participated		
1.	Mrs. Lakshmi Kumari	MOOC – NPTEL – 12 week program – APPLIED LINGUISTICS	---	----	YES
3.	Ms. Mohanapirya	Post- centenary diamond Jubilee International conference – “Resisting Hegemony and Centre : Narratives of Australia, Canada and New Zealand	Participated	International	Yes
4.	Ms. Mohanapirya	Workshop on Taming theory	Participated	National	Yes
5.	Mr. Dharmendar	Chennai Literary Festival	Participated	State	Yes

Annexure 5:Details of Industrial visits organised

S.No	Date	Class	Organisation visited
1.	9 TH FEB 2018	I B.A.	Fort St George
2.	28 TH SEP 2017	I M.A.	Cholamandalam Artist Village
3.	21 ST – 25 TH FEB	II M.A. AND III B.A.	Cochin Munnar

Annexure 6: Placement details of students

S.No	Name of the student	Class	Organisation placed in
1.	PRUDHVI KUMAR	II M.A.	HIET COLLEGE, ASST PROFESSOR
2.	KRIUTHIKA C	II M.A.	DHANALAKSHMI SRINIVASN COLLEGE OF ENGINEERING
3.	SNOWBRIN	II M.A.	VAEL'S BILLABONG, CHENNAI
4.	VARALAKSHMI	II M.A.	MAHARISHI VIDHYA MADIR
5.	CARMEL SHIJI	II M.A.	VELLAMMAL, AND GOOD SHEPHERD SCHOOL
6.	ABISHA	II M.A.	JAMES HIGHER SEC.SCHOOL, TIRUNELVELI
7.	U. JAISREE	II M.A.	ST.MARKS HSS
8.	SR. REBEKKA	II M.A.	IMMACULATE COLLEGE, CUDDULORE
9.	KANIMOZHI	II M.A.	CHERAN COLLEGE, KARUR
10.	NIKIHILESH	II M.A.	LOYOLA SCHOOL
11	ALISTER	III B.A.	ICICI BANK
12	JOSHUA DENNAI VICTOR	III B.A.	HDFC BANK
13	NITYA VENKATESAN	III B.A.	ICICI BANK
14	BENNISHA C THURAI	II MA.	INDIA FILINGS
15	JOYCE DELPHI PRITA	II M.A.	RELATIONSHIPS SCIENCE INDIA
16	LEEMA ROSE ANTONY	II M.A.	ICICI - LOMBARD

Annexure 7: Students participation in various clubs

S.No	Class	No of students	Club enrolled in
1.	ALL UG	6+4+4	READING CLUB
2.	ALL UG	5+4+6	NSS
3.	ALL UG	5+7+3	YOUTH RED CROSS
4.	ALL UG	4+7+6	ROTARACT
5.	ALL UG	18+1+9	ENVIRO
6.	ALL UG	20+15+17	FINE ARTS

Annexure 8: Details of scholarships and other financial assistance available to the students

S.No	Class	Name of the student	Type of financial assistance (Govt Scholarship/ Pvt Scholarship/university free seat/ fees consession)
1	I B.A.	Livingston	Fees Concession
2	I B.A.	Selvarani	Fees Concession
3	I B.A.	Anushiya	Fees Concession
4	II B.A.	Abisha	Fees Concession
5	III B.A.	Thendralarai	Fees Concession
6	III B.A.	Abisha Mary Soosan	St. Louis Scholarship
7	III B.A.	S Jenifer	St. Louis Scholarship
8	III B.A.	Thendralarasi	Post Matric Scholarship
9	III B.A.	J3enifer	Post Matric Scholarship
10	III B.A.	Lokeshwaran	Post Matric Scholarship
11	III B.A.	Sheeba	Post Matric Scholarship
12	III B.A.	Saranya	Post Matric Scholarship

13	III B.A.	Kamal. S	Post Matric Scholarship
14	III B.A.	Shalini	Post Matric Scholarship
15	II B.A.	Santhosh	Post Matric Scholarship
16	II B.A.	Oviya	Post Matric Scholarship
17	II B.A.	Gomathi	Post Matric Scholarship
18	II B.A.	Devapriya	Post Matric Scholarship

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out camous)	Organisation visited(if any)	No. Of student participants
1	2 ND AND 3 RD FEB 2018	Out of Campus	Mithralaya Foundation, Kandigai Village, Thiruthani	27
2	Gypsy Development Program	In Campus	Christian – Gypsy Organisation	33

Annexure 10: Details of Parents Teachers Meeting

S.No	Date of the meeting	Class	Total no of students enrolled	Total no of parents attended
1	July	All classes	150	86
2	Feb	All classes	210	128

Annexure 11A: Details of students' achievements(sports/ cultural)

S.No	Name of the students	Class	Achievement in Sports/ cultural	Intercollegiate/ zonal/district/university/ national/international
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Annexure 12: NIL

Lat

1	Shreyas S Kumar	I M.A.	Participated in National Level Classical Competition	National – rajini Raja Kalakshetra Gold Medal
2	Shreyas S Kumar	I M.A.	Title: Nrithya Priya	Karthick fine Arts, State Level
3	Shreyas S Kumar	I M.A.	Accoladed during the International Dance Research Institute	International
4	Jeevaa	I B.A.	Skating competition	National – bronze, Silver, Gold State: Silver, Gold District : 2 Gold, 1 silver, 1 Bronze Open State: 1 gold, 1 silver South India: 1 gold, 1 silver Madurae district: 3 gold, 1 Silver

Annexure 11B: Details of students' achievements (seminars/ workshops)

S.No	Name of the students	Class	Presented / paraticipated	District/ state/ national/ international	Name of the institution & theme of the program
1.	Bavani	I MA	Presented	National	Interactions forum, vol VII, Issue IV, Oct 2018

Annexure : 12 - NIL

1. B. Meera (B. Meera)
2. D. Sreerupa (D. Sreerupa)

1. Lakshmi (Lakshmi)
5/1/2019
[Mrs Lakshmi Kumar]
2. N. Meera
[Mrs N. Meera Priva]

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PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT - FOR THE ACADEMIC YEAR 2017-2018

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT: SOCIAL WORK

DATE OF AUDIT: 17th & 18th December 2018 : 04/01/2019

NAME OF THE INTERNAL AUDITORS: DR. B. SUBBULAKSHMI
MYS. ANNIES MARY JEYASEELI

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:				
1	Lesson Plan (Odd & Even Semester)	✓		
2	Workload & Time table (Odd & Even Semester)	✓		
3	<ul style="list-style-type: none">Syllabus (old & new) <u>CMAW) MSW</u>Subject Codes (old & new) <u>BSW 2114 (Ev)</u>	✓		
4	Question Bank: <ul style="list-style-type: none">Theory – University Exam Questions <u>UG - PG</u>Practical – Question Banks <u>-</u>	✓		
5	Online Internal Assessment Marks <u>BSW - Nov-2017 ✓</u> <u>APR-2018 ✓</u> <u>MSW Nov 2017 ✓</u> <u>APR 2018 ✓</u>			
6	Result Galley (Nov 2017 & April 2018) <u>BSW Nov 2017 ✓</u> <u>APR 2018 ✓</u> <u>MSW Nov 2017 ✓</u> <u>APR 2018 ✓</u>	✓		Nov 2017 Online Int Exam
7	Result analysis (Nov 2017 & April 2018) <u>BSW - Nov 2017 ✓</u> <u>APR 2018 ✓</u> <u>MSW Nov 2017 ✓</u> <u>APR 2018 ✓</u>	✓		
8	Enabling Classes Register		✓	
9	Projector / ICT register (2017)	✓		
10	Details of Guest Lectures organised (Annexure 1)	<u>Complete</u>		
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)	✓		profile should be index (Sw)
12	Details of Association Activities (Annexure 3)	✓		

Nov 2017
Online Internal
Exam (computer
only)

profile
should be
included
(Suggests)

Department and faculty related documents :

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : 8	✓		
14	Substitution Register(Classes Compensated is to be included)	✓		
15	Is the Substitution register duly attested by the Principal and Dean - Academics (no sign)	✓		
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	✓		

Students enhancement and students support system details:

17	Details of Industrial visits organised (annexure 5)	✓		
18	Placement details of students (Annexure 6) MCW-✓ BSM —	✓		
19	Students participation in various clubs (Annexure 7)	✓		
20	details of scholarships and other financial assistance available to the students (Annexure 8)	✓		
21	Mentor register	✓		

Details of extension activities of the department:

22	Details of alumni database MCW	✓		
23	Departmental extension activity (Annexure 9)	✓		
24	Details of Parents Teachers Meeting (Annexure 10)	✓		
25	Is the attested copy of PT meeting attendance available in the department? in BSM	✓		
26	Details of Students achievements (Annexure 11 A & 11 B)	✓		

Other related records:

27	Media Publishing	—		
28	Department Library / Library register	—		
29	Stock register	✓		
30	Details of faculty awards and recognition(Annexure 12)	✓		

Annexure - I - Details Of Guest Lectures Organised

S No	Date	Class	Topic	Details Of Resource Person
1	21/6/2017	III BSW, I MSW & II MSW	Social Work Research	Mr Shankar
2	28/9/2017	I & II MSW	CSR & Recruitment Policy	Mr Hari Haran
3	13/10/2017	BSW & MSW	Democracy and The Rights	Dr Siva Kumar
4	26/11/2017	I & II MSW	People Management	Ms Cynthia
5	20/1/2018	I & II MSW	Psychological Skill	Dr Magaveer Nagappan
6	22/1/2018	I & II MSW	The Fields of Psychiatric Social Work	Mr Patrick Jude
7	19/9/2018	I & IIMSW	Employee Engagement	Mrs Marymol Antony
8	20/9/2018	I & II MSW	Gestalt Therapy	Ms Anushiya
9	20/9/2018	I & II MSW	V K Dissociation	Mr Raghu

Annexure 2- Details of Semeinar/ Conference/ Workshops conducted

S No	Date	Seminar/ Conference/ Workshop	State / National/ International	Topic / Theme	Details of Resource Person	No. Of Participants
1	15/12/2017	Training Program	-	"Human Rights"	Tmt.M Sathyapriya IPS	250
					Mr M L Joseph	
					Dr Prince Solomon B	
					Mr Andrew Sesuraj	
					Mr Solomon Antony	
					Mr Justus Wallis CJ	
					Ms Ajeetha B S	
2	17/02/2018	Conference	-	Institutional Industrial Interface	Dr. Shanmuga Velayudham	50

Annexure 3- Details Of Association Activities

S No	Date	Name of the Event	Details of Resource Person	No. Of participants
1	26/6/2017	Campaign against Drug Abuse	Mr Karthikeyan	140
2	12/10/2017	Blind Walk - Eye Donation Campaing	Mr Soy Jopseph	1500
3	30/11/2017	World Aids Day	Mr Sathish Kumar	170
4	18/12/2017	Paper Bag Mystery	Marginalised People	50
5	5/12/2018	Angadi	NGO People	150
6	31/7/2018	Campaign on Anti Human Trafficking	Mrs Isabel & Mrs Parqupa	170
7	25/9/2018	Nutrition Vs Junk Food	Dr Prabhavathy & Ministro	170
8	3/10/2018	Literacy Capaign	Mr M K Kumaraswam	30

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the faculty	Details of participation		State/ National/International level	Is the documents Submitted to IQAC
		Seminar/ conference/workshop	Presented/Participated		
1	Dr. Sindhu Sivan	Conference Paper Presented	Presented	Inter-National	Yes
2.	Dr. Sindhu Sivan	Paper Presentation In Conference	Presented	Inter-National	Yes
3.	Ms. Usha Jose	International Conference	Presented	International	Yes
4.	Ms. Divya .J	International Conference	Presented	International	Yes

Annexure 5: Details of Industrial visits organised

S.No	Date	Class	Organisation visited
1.	14.08.2018	I msw	TNSCB
2.	21.08.2018	I msw	TTK, CHENNAI
3.	28.08.2018	I msw	CMC, VELLORE
4.	29.08.2018	I msw	NIEPMD, CHENNAI
5.	04.09.2018	I msw	MCLSS, CHENNAI
6.	05.09.2018	I msw	IJM, CHENNAI
7.	11.09.2018	I msw	AIDE ET ACTION, CHENNAI
8.	12.09.2018	I msw	ICWO, CHENNAI
9.	05.09.18-12.09.18	II msw	STUDY TOUR - HYDERABAD
10.	05.09.18	II msw	PEOPLE LINK UNIFIED COMMUNITY COUNCIL
11.	05.09.18	II msw	DESIRE SOCIETY, HYB
12.	06.09.18	II msw	CHETANA HOSPITAL, HYB
13.	06.09.18	II msw	REACH BEYOND
14.	07.09.18	II msw	MARRIOTT HOTEL
15.	08.09.18	II msw	SAAARA NGO
16.	08.09.18	II msw	KIMS HOSPITAL
17.	10.09.18	II msw	TB ALERT INDIA
18.	11.09.18	II msw	BYST, HYB
19.	19.02.18	II BSW	KARNATAKA AIDS PREVENTION SOCIETY
20.	19.02.18	II BSW	I - SUPPORT
21.	20.02.18	II BSW	PROJECT VISION - I & II
22.	21.02.18	II BSW	SUKRUPA FOUNDATION & HOPE FOUNDATION
23.	22.02.18	II BSW	DIVYA FOUNDATION
24.	23.02.18	II BSW	KSDL SANDAL WOOD OIL DIVISION

Annexure 6: Placement details of Students

S.NO	Name of the Student	Class	Organization placed in
1	Paul	II MSW	NityoInfotech
2	Vivian	II MSW	Bexhin Technology
3	Sunil	II MSW	Shenglong Biotech India Pvt Ltd
4	Samson	II MSW	SDB Solutions, Alwarpet
5	Samuel	II MSW	OfERR- Organisation for Ellam Refugee Rehabilitation
6	Jithin	II MSW	Polycab India Limited
7	Mohan Raj	II MSW	E-Merge Tech Global Services
8	MargreatAngelin	II MSW	Covent India
9	Ludhiya Mary	II MSW	Christ Academy
10	Suchithra	II MSW	AvvaiKapagam
11	Abarna	II MSW	Amethyst
12	Ram Kumar	II MSW	Leo Prime
16	Arun P	II MSW	EcostreamInfotech
17	Chrisma	II MSW	Aaron Global Solutions
18	Sis. Alangaramary	II MSW	Bethlemite Sister's Convent, Bethel Orphanage, Nellore
19	Sis. Irudhayamary	II MSW	Immaculate Sister's Convent, Kadappa
20	Ajano	II MSW	No Information
21	Bhuvaneshwari	III BSW	TCS

Annexure 7: Students participation in various clubs

S.No	Class	No of students	Club enrolled in
1	<u>I</u> BSW	10	YRC
2	<u>II</u> BSW	21	YRC
3	<u>III</u> BSW	1	LEO
4	<u>II</u> BSW	6	LEO
5	<u>I</u> BSW	7	LEO
6	<u>I</u> BSW	10	ROTRACT
7	<u>III</u> BSW	2	SHAMROCKS
8	<u>II</u> BSW	1	SHAMROCKS
9	<u>I</u> BSW	3	SHAMROCKS
10	<u>II</u> BSW	7	NSS
11	<u>I</u> BSW	6	NSS
12	<u>I</u> BSW	2	ENVIRONMENTAL CLUB

ANNEXURE 8: DETAILS OF SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS

S. NO	CLASS	NAME OF THE STUDENT	TYPE OF ASSISTANCE (GOVT SCHOLARSHIP/ PVT SCHOLARSHIP/ FEE CONCESSION/ UNI FREE SEAT)
1	BSW I	BHARATH PRABAKAR S	Govt scholarship for SC/ST
2	BSW II	NIRMAL P	Govt scholarship for SC/ST
3	BSW II	BHARATH M	Govt scholarship for SC/ST
4	BSW II	AKASH. S	Govt scholarship for SC/ST
5	BSW II	ASHA G	Govt scholarship for SC/ST
6	BSW II	GOPALA KRISHNAN M	College concession for Sports Quota
7	BSW III	NITISH KUMAR U	Govt scholarship for SC/ST
8	BSW III	NEHURU M	Govt scholarship for SC/ST
9	BSW III	PETER LIVINGSTONE P	Govt scholarship for SC/ST
10	BSW III	IGNESH S	Govt scholarship for SC/ST
11	BSW III	DIVYA K	Govt scholarship for SC/ST
12	BSW III	SANDHIYA G	Govt scholarship for SC/ST
13	BSW III	AARTHI A	Govt scholarship for SC/ST
14	BSW III	RAHINI M	Govt scholarship for SC/ST
15	MSW I	LAVANYA M	Govt scholarship for SC/ST
16	MSW II	DEEPAK K	Govt scholarship for SC/ST

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out campus)	Organisation visited(if any)	No. Of student participants
1.	11.12.2017 - 14.12.2017.	Data Collection	Gypsy Community	22 - I msw
2.	04.03.2018 - 08.03.2018	Tribal Camp	NWTHS	19 - II msw

Annexure 10: Details of Parents Teachers Meeting

[illegible]

Annexure 11A: Details of students' achievements(sports/ cultural)

S.No	Name of the students	Class	Achievement in Sports/ cultural	Intercollegiate/ zonal/district/university/ national/international
1.	VIVIAN	MSW I ^{yr}	Cultural	National
2.	VIVIAN	MSW I ^{yr}	Cultural	National
3.	DINESH	MSW I ^{yr}	Cultural	National
4.	ANGELINE	MSW I ^{yr}	Cultural	National
5.	JENITA RATAN	MSW I ^{yr}	Cultural	National
6.	PRAMILA	MSW I ^{yr}	Cultural	National
7.	JONATHAN	MSW I ^{yr}	Cultural	National
8.	SNEHA	MSW I ^{yr}	Cultural	National
9.	STEPHEN RAS	BSW II ^{yr}	Cultural	National
10.	PETER LIVINGSTON	BSW III ^{yr}	Cultural	National
11.	SIVA PRASANTH	BSW I ^{yr}	Cultural	National
12.	MAYUR AMRISH	BSW I ^{yr}	Cultural	National
13.	ANNAMALAI	BSW I ^{yr}	Cultural	DEPARTMENT INTER COLLEGIATE
14.	PETER LIVINGSTON	BSW III ^{yr}	Cultural	DEPARTMENT INTER COLLEGIATE
15.	SIMON FELIX	BSW III ^{yr}	Cultural	INTER DEPARTMENT
16.	ARAVINDAN	BSW III ^{yr}	Cultural	INTER DEPARTMENT
17.	ARAVINDAN	BSW III ^{yr}	Cultural	INTER COLLEGIATE
18.	SHIVA PRASANTH	BSW I ^{yr}	Cultural	INTER COLLEGIATE
19.	PETER LIVINGSTON	BSW II ^{yr}	Cultural	INTER COLLEGIATE
20.	SIMON FELIX	BSW III ^{yr}	Cultural	INTER COLLEGIATE
21.	ANNAMALAI	BSW I ^{yr}	Cultural	INTER COLLEGIATE

Annexure 12: Details of faculty awards and recognition

S. No	Name of the faculty	Details of award/recognition	District/ state/national/international
1.	Dr. Sindhu Sivan	BEST PAPER PRESENTER	International

PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2017-2018

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT:

Psychology

DATE OF AUDIT: 17th & 18th December 2018

NAME OF THE INTERNAL AUDITORS:

M. KRISHNA
S. PRITHVI

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:				
1	Lesson Plan (Odd & Even Semester)	✓		
2	Workload & Time table (Odd & Even Semester)	✓		
3	<ul style="list-style-type: none">• Syllabus (old & new)• Subject Codes (old & new)	✓		
4	Question Bank: <ul style="list-style-type: none">• Theory – University Exam Questions• Practical – Question Banks	✓		
5	Online Internal Assessment Marks	✓		
6	Result Galley (Nov 2017 & April 2018)	✓		
7.	Result analysis (Nov 2017 & April 2018)	✓		
8	Enabling Classes Register	✓		
9	Projector / ICT register		X	Not conducted
10	Details of Guest Lectures organised (Annexure 1)			
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)	✓		
12	Details of Association Activities (Annexure 3)		X	NIL

Department and faculty related documents :

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : 12	✓		
14	Substitution Register(Classes Compensated is to be included)	✓		
15	Is the Substitution register duly attested by the Principal and Dean - Academics		X	Need to be attested
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)	✓		

Students enhancement and students support system details:

17	Details of Industrial visits organised (annexure 5)	✓		
18	Placement details of students (Annexure 6)		X	Not Applicable
19	Students participation in various clubs (Annexure 7)	✓		
20	details of scholarships and other financial assistance available to the students (Annexure 8)	✓		
21	Mentor register	✓		

Details of extension activities of the department:

22	Details of alumni database	✓		
23	Departmental extension activity (Annexure 9)		X	
24	Details of Parents Teachers Meeting (Annexure 10)	✓		
25	Is the attested copy of PT meeting attendance available in the department?	✓		
26	Details of Students achievements (Annexure 11 A & 11 B)	NIL		

Other related records:

27	Media Publishing		X	
28	Department Library / Library register	✓		
29	Stock register	✓		
30	Details of faculty awards and recognition(Annexure 12)		X	NIL

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person
		NIL		

Annexure 2 - Details of Seminars / Conferences / Workshops conducted

S. No	Date	Seminar/Conference/workshop	State/National/International	Topic / Theme	Details of resource person	No. of participants
1.	03.09.2018	Workshop	State	Counsellors Training Program	Mrs. Hemamalini	20
2.	19.10.2018	Workshop	State	CBT	Mr. Krishnan	34

Annexure 3 - Details of Association activities

S.No	Date	Name of the event	Details of resource person	No. of participants
		NIL		

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S. No	Name of the faculty	Details of participation		State/National/International level	Is the documents Submitted to IQAC
		Seminar/conference/workshop	Presented/Participated		
1	Dr. Magaveera Nagappa	Workshop	Participated	State	Yes

Annexure 5: Details of Industrial visits organised

S.No	Date	Class	Organisation visited
1	18.09.2018	III. B.Sc	NIEPMD, Muttukadu, Chennai

Annexure 6: Placement details of students

S.No	Name of the student	Class	Organisation place in
	NIL		

Annexure 7: Students participation in various clubs

S.No	Class	No of students	Club enrolled in
1	I/II/III	26	YRC
2	I/II/III	32	Leo Club
3	I/II/III	12	Enviro Club
4	I/II/III	28	NSS
5	I/II/III	8	Literacy

Annexure 8: Details of scholarships and other financial assistance available to the students

S.No	Class	Name of the student	Type of financial assistance (Govt Scholarship/ Private Scholarship/university free seat/ fees concession)
1	I. B.Sc	Arun Kumar	Govt. Scholarship (SC/ST)
2	II. B.Sc	V. Deepjka Vanisha Kamali Niteesh	Govt. Scholarship (SC/ST)
3	III. B.Sc	Reena Raichel Udhaya Kumar Benjamin J	Govt. Scholarship (SC/ST) Private (St. Louis Scholarship)

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out campus)	Organisation visited(if any)	No. Of student participants
		NIL		

Annexure 10: Details of Parents Teachers Meeting

S.No	Date of the meeting	Class	Total no of students enrolled	Total no of parents attended
1	15.06.2017	II B.Sc	30	16
		III B.Sc	33	12
2	03.02.2018	I B.Sc	39	27
		II B.Sc	30	05
		III B.Sc	33	05

Annexure 11A: Details of students' achievements (sports/cultural)

S.No	Name of the students	Class	Achievement in Sports/ cultural	Intercollegiate/ zonal/district/university/ national/international
	NIL			

Annexure 11B: Details of students' achievements (seminars/ workshops)

S.No	Name of the students	Class	Presented / participated	District/ state/ national/ international	Name of the institution & theme of the program
	NIL				

Annexure 12: Details of faculty awards and recognition

S. No	Name of the faculty	Details of award/recognition	District/ state/national/international
	NIL		

M. G.
(M. G. S. S. S. S.)

Drithin S

PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT - FOR THE ACADEMIC YEAR 2016-2017

Note: The audit in-charges are requested to check thoroughly the availability of various documents and state the remarks on the status of records maintained.

NAME OF THE DEPARTMENT: ACCOUNTING & FINANCE

DATE OF AUDIT: 05th & 06th JAN August 2019

NAME OF THE INTERNAL AUDITORS:

*Habeeb
Mansoor Pan*

INTERNAL AUDITORS: *Malini*

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	Status of availability		REMARKS
		yes	No	
Academic records:				
1	Lesson Plan (Odd & Even Sem)	yes		
2	Workload & Time table (Odd & Even Sem)	yes		
3	<ul style="list-style-type: none">Syllabus (old & new)Subject Codes (old & new)	yes		
4	Question Bank: <ul style="list-style-type: none">Theory – University Exam QuestionsPractical – Question Banks	yes		Nov 17 pending
5	Online Internal Assessment Marks	yes		
6	Result Galley (Nov 2017& April 2018)	yes		
7	Result analysis (Nov 2017 & April 2018)	yes		
8	Enabling Classes Register	yes		
9	Projector / ICT register			No projector and no smart board
10	Details of Guest Lectures organised (Annexure 1)			4 Guest lectures organised
11	Details of Seminars / Conferences / Workshops conducted (annexure 2)		No	
12	Details of Association Activities (Annexure 3)	Yes		
Department and faculty related documents :				

13	Department Meeting Minutes book (Details of Number of meetings conducted and minutes duly signed by Principal, Hod and faculty) No. of meetings conducted : <input type="text"/>			Combined with Commerce department
14	Substitution Register(Classes Compensated is to be included)	Yes		Combined with Commerce department
15	Is the Substitution register duly attested by the Principal and Dean - Academics		No	
16	Details of Faculty achievements – papers presented / workshops attended (Annexure 4)			Combined with Commerce department
Students enhancement and students support system details:				
17	Details of Industrial visits organised (annexure 5)		No	
18	Placement details of students (Annexure 6)			Not Applicable
19	Students participation in various clubs (Annexure 7)	Yes		
20	details of scholarships and other financial assistance available to the students (Annexure 8)	Yes		SC/ST scholarship 11 students
21	Mentor register	yes		
Details of extension activities of the department:				
22	Details of alumni database			Not Applicable
23	Departmental extension activity (Annexure 9)		No	
24	Details of Parents Teachers Meeting (Annexure 10)	Yes		
25	Is the attested copy of PT meeting attendance available in the deparment?		No	
26	Details of Students achievements (Annexure 11 A & 11 B)	Yes		
Other related records:				
27	Media Publishing		No	
28	Department Library / Library register			Combined with Commerce department
29	Stock register			Combined with Commerce department
30	Details of faculty awards and recognition(Annexure 12)			Combined with Commerce department

Annexure 1 - Details of Guest Lectures organised

S.No	Date	Class	Topic	Details of resource person
1.	7/8/2017	Selected students from all department II YEAR UG	CURRENT CHALLENGES IN ENVIRONMENTAL PROTECTION	Dr.Sultan Ahmed Ismail
2.	13/9/2017	III B.COM /II M.COM and IB.COM(A&F)	OWNING YOUR FUTURE	Dr. R. Gayathri
3.	11/9/2017	II B.COM	RECENT ECONOMIC REFORMS AND ITS IMPACT IN BAKING SECTOR	Mr.Sakthivel
4.	20/9/2017	III B.COM/ II M.COM	CHOOSE TO REFUSE HEALTH & HYGIENE	Mr.Krishnamurthy Dr.Sivaranjini & Dr.Anitha

Annexure 2 - Details of Seminars / Conferences / Workshops conducted

S.No	Date	Seminar/ Conference/ workshop	State/ Naitonal/ International	Topic / Theme	Details of resource person	No. of participants

S.NO	DATE	NAME OF THE EVENT	RESOURCE PERSON	NO OF PARTICIPANTS
1	7/8/2017	Guest Lecturer	Dr.Sultan Ahmed Ismail	100
2	13/9/2017	Guest Lecturer	Dr. R. Gayathri	300
3	11/9/2017	Guest Lecturer	Mr.Sakthivel	300
4	20/9/2017	Guest Lecturer	Mr.Krishnamurthy	150
5.	20/9/2017	Guest Lecturer	Dr.Sivaranjini & Dr.Anitha	150

Annexure 3 - Details of Association activities

Annexure 4: Details of Faculty achievements – papers presented / workshops attended

S.No	Name of the faculty	Details of participation		State/ National/International level	Is the documents Submitted to IQAC
		Seminar/ conference/workshop	Presented/Participated		

Annexure 5: Details of Industrial visits organised

S.No	Date	Class	Organisation visited

Annexure 6: Placement details of students

S.No	Name of the student	Class	Organisation place in

Annexure 7: Students participation in various clubs

S.No	Class	No of students	Club enrolled in
1.	I B.Com(AF)	19	NSS
2.	I B.Com(AF)	20	CCC
3.	I B.Com(AF)	30	YRC

Annexure 8: Details of scholarships and other financial assistance available to the students

S.No	Class	Name of the student	Type of financial assistance (Govt Scholarship/ Pvt Scholarship/university free seat/ fees consession)
1.	I B.Com(AF)	AMALJOSE A	Govt. Scholarship
2.	I B.Com(AF)	DHANALAKSHIMI S	Govt. Scholarship
3.	I B.Com(AF)	HARIHARAN N	Govt. Scholarship
4.	I B.Com(AF)	KOKILA S	Govt. Scholarship
5.	I B.Com(AF)	LAKSMAN M	Govt. Scholarship
6.	I B.Com(AF)	MAHENDHIRAN B	Govt. Scholarship
7.	I B.Com(AF)	NAVEENASH SM	Govt. Scholarship
8.	I B.Com(AF)	PREETHA M	Govt. Scholarship
9.	I B.Com(AF)	SHADURTHI M	Govt. Scholarship
10.	I B.Com(AF)	VIVEK V	Govt. Scholarship
11.	I B.Com(AF)	YUVARANI G	Govt. Scholarship

Annexure 9: Departmental extension activity

S.No	Date	Type of extension work(in campus/out	Organisation visited(if any)	No. Of student participants
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		camous)		

Annexure 10: Details of Parents Teachers Meeting

S.No	Date of the meeting	Class	Total no of students enrolled	Total no of parents attended
1.	3/2/2018	I B.Com A/F	69	59

Annexure 11A: Details of students' achievements(sports/ cultural)

S.No	Name of the students	Class	Achievement in Sports/ cultural	Intercollegiate/ zonal/district/university/ national/international

Annexure 11B: Details of students' achievements (seminars/ workshops)

S.No	Name of the students	Class	Presented / participated	District/ state/ national/ international	Name of the institution & theme of the program
1	S.Mohammed SagarRiyazKhan	I B.Com A/F	NPTEL ONLINE COURSES		
2	Abdul Samad	I B.Com A/F	NPTEL ONLINE COURSES		
3	S.B. Bharathwaj	I B.Com A/F	NPTEL ONLINE COURSES		

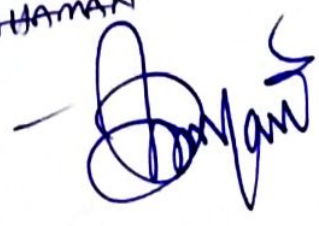
B. Divya	I B.Com A/F	NPTEL ONLINE COURSES		
P. Meenakshi	I B.Com A/F	NPTEL ONLINE COURSES		
M. Manju				

Annexure 12: Details of faculty awards and recognition

S. No	Name of the faculty	Details of award/recognition	District/ state/national/international

S. HABEEB UR RAHAMAN - S.A.H.

D. MARIYAPPAN



PATRICIAN COLLEGE OF ARTS AND SCIENCE
ADYAR CHENNAI – 600020



CENTRE CODE: 1611

INTERNAL AUDIT

2015 – 2016

DEPARMENT OF COMPUTER APPLICATIONS

Patrician College of Arts and Science

Adyar,

Chennai – 600 020



INTERNAL AUDIT REPORT

Held on

05/04/2016

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT REPORT – 2015-2016

Internal Audit Committee of Patrician College of Arts and Science, conducted Internal Auditing on 5th April 2016, Tuesday for the various departments in the College. The Faculty-in-charge for Auditing verified the various documents maintained in the department and suggested areas of improvement. A detailed report has been framed based on the observations made and it will be circulated to the departments.

Mrs.B.Anandapriya

Mrs. Sree Priya

Internal Audit Committee

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

Suggestions for the improvements to be done:

S.No	Name of the Department	Remarks given:	Suggestions to improve:
1	B.C.A	<ul style="list-style-type: none"> • Projector register updation • Students achievements – only the list is attached • Students Feedback – maintained for association activities • Institution Industry Interface(III) – Documented only for III BCA Industrial Visit 	<ul style="list-style-type: none"> • To be updated for the even semester • Proof (Copy of Certificates) to be collected for Sports and Cultural Participation • Students Feedback –to be maintained for generally for everything • Documentation to be done for I BCA(RBI) & II BCA(Modern Bakers) – Industrial Visit
2	B.Sc Comp Sci	<ul style="list-style-type: none"> • Lesson Plan maintained Faculty wise • Enabling Classes register maintained • Students achievements – list maintained • Faculty Achievements & Institutional Network with Alumni – maintained • Institution Industry Interface – no record Of maintenance • ICT report – no record • Placement report – no record • Disciplinary file – maintained as students leave letters • New cell – activities record / document – not maintained 	<ul style="list-style-type: none"> • Suggested to maintain class wise • Enabling classes register to be updated • Certificate copies to be attached • Suggested to record it in separate files • Institution Industry Interface – separate documentation to be maintained for I , II & III yrs. Industrial Visit • Suggested to maintain the record based on the usage of I C T – such as PPT, Smart class rooms, e-mail, online, video conferencing etc • Placement file – to be updated with current offer letters • Disciplinary file – to be maintained as separate file (including students

			involved in disciplinary problem and the actions to be taken) <ul style="list-style-type: none"> Suggested to maintain the file / document for the new cell activities
3	B.Com(General)	Documents – not maintained for: <ul style="list-style-type: none"> No file for even sem workload & timetable University theory exam – nov 2015 question papers Subject notes – specified as convenient with textbooks itself , no need for notes Internal , model exam time table & marks not maintained Result analysis – apr 2015 & nov 2015 is in soft copy, not maintained in a file Enabling classes register not updated Association activities, Students achievements - file not maintained, contents in soft copy Faculty achievements -2 publications are there but no proof Industrial visit , Extension activity & Institutional network with alumni- no file, only in soft copy Alumni association registers – not updated Guest lectures – no documents Seminars / workshops – copy in mail, no file Photo documentation – not maintained Disciplinary file, PTA, 	Suggested to maintain file/ document for: <ul style="list-style-type: none"> Even sem workload & time table University theory exam question papers – nov 2015 Subject notes Internal, model exam time table & marks Result analysis – maintained in a file Update – Enabling classes register Maintain file for Association activities, Students achievements Maintain proof for faculty achievements Maintain file for Industrial visit, Extension activity & institutional network with alumni Alumni association registers to be updated regularly Maintain document / file for guest lectures File to be maintained for seminars / workshops Maintain – Photo documentation to be updated – disciplinary file, PTA, faculty profile, students feedback

		<p>Faculty Profile, Students Feedback – not updated</p> <ul style="list-style-type: none"> • Dept Activities – invites, media publishing, students participation in various clubs, faculty participation in college activities, stock register, mentor register, new cell activities – no file • Alumni students database – not updated 	<ul style="list-style-type: none"> • File / document to be maintained for dept activities- invites, media publishing, students participation in various clubs, faculty participation in college activities, stock register, mentor register, new cell activities • To update – Alumni database
4	B.B.A	<ul style="list-style-type: none"> • Subject notes – not maintained • Online Internal Assessment Marks – Pending • Projector Register – Maintained, but not in the department • Media Publishing, Students Participation in various clubs, Faculty participation in College activities – not maintained • New cell –Activities /record – not maintained • Scholarship file – maintained and but not updated 	<ul style="list-style-type: none"> • Subject notes – to be maintained as a file / document • Online Internal Assessment Marks – April document to be maintained • Suggested to maintain Projector Register separately in the department • Media Publishing, Students Participation in various clubs, Faculty participation in College activities- to be maintained • New cell –Activities /record – to be maintained and updated • Scholarship file – to be updated for 2015-2016
5	B.Sc VisCom	<p>Documents – not maintained for :</p> <ul style="list-style-type: none"> • Enabling classes • Association Activities – file / Register • Industrial Visit • Media Publishing • Scholarship file 	<p>Documents – to be maintained & updated for :</p> <ul style="list-style-type: none"> • Enabling classes • Association Activities – file / Register • Industrial Visit • Media Publishing • Scholarship file

6	B.Com Corp Sec	<ul style="list-style-type: none"> • Internal , Model Exam time table – not maintained • Result analysis – not updated • Institutional Network with Alumni – programmes not conducted but file not maintained • Placement report – not updated • Faculty Profile – one faculty details not updated • Faculty participation in college activities – participated but record not maintained • Stock Register – is not updated 	<ul style="list-style-type: none"> • Suggested to maintain the time table for Internal, Model Exam time • Updations to be done in Result Analysis • Institutional Network with Alumni – file to be updated • Updations to be done for Placement report • Update all faculty details in Faculty Profile • Maintain the record for Faculty Participation in College Activities • Stock Register –to be updated
7	English	<p>Documents / file – not maintained for:</p> <ul style="list-style-type: none"> • Subject codes – updated one • Subject notes – maintained in a soft copy • Internal, model exam time table & marks –not maintained • Result analysis –apr 2015 & nov 2015 –not maintained • No register / file – enabling classes register • Projector register – not maintained but used regularly • Industrial visit & guest lectures– no file • Intercollegiate competitions conducted – but no document / file maintained • Photo documentation –no 	<p>Suggested to maintain file / document for:</p> <ul style="list-style-type: none"> • Subject codes –as document • Subject codes –as document • Internal , model exam – time table & marks to be maintained in a file • Result analysis- to be documented • Enabling classes register to be maintained • Projector register – to be maintained for the regular usage • Document / file –to be maintained for Industrial visit & guest lectures • Create document for the inter collegiate competitions conducted • Document – photos • Students feedback to be

		<p>file</p> <ul style="list-style-type: none"> Students feedback – is maintained but not filed No file / document for media publishing, students participation in various clubs, faculty participation in college activities Students profile – maintained – only for I years Scholarship file – not maintained 	<p>filed</p> <ul style="list-style-type: none"> Maintain document / file for media publishing, students participation in various clubs, faculty participation in college activities Maintain students profile for II & III years & I PG Maintain file for scholarship
8	Social Work	<p>Documents / records – not maintained for:</p> <ul style="list-style-type: none"> Subject codes – not maintained for NME Substitution register – not maintained Students Feedback – not maintained Soft copy maintained for Students participation in various clubs, Faculty participation in college activities, Alumni students database maintenance 	<p>Documents / records – to be maintained for:</p> <ul style="list-style-type: none"> Subject codes – to be maintained for NME Substitution register – to be maintained Students Feedback – to be maintained Maintain document / file for Students participation in various clubs, Faculty participation in college activities, Alumni students database maintenance
9	Mathematics	<p>Documents / Records – not maintained for:</p> <ul style="list-style-type: none"> Students Achievements - Intercollegiate Participation, Extracurricular Media Publishing New Cell activities 	<p>Documents / Records – to be maintained for:</p> <ul style="list-style-type: none"> Students Achievements - Intercollegiate Participation, Extracurricular Media Publishing New Cell activities

9	Psychology	Documents / Records – not maintained for: <ul style="list-style-type: none"> • Projector Register • Substitution Register • Faculty Achievements • Institution Industry Interface • Photo Documentation • ICT Report • Media Publishing • Students Participation in various Clubs • Faculty Participation in college activities • Department Library / Library Register • New Cell Activities • Scholarship file 	Documents / Records – to be maintained for: <ul style="list-style-type: none"> • Projector Register • Substitution Register • Faculty Achievements • Institution Industry Interface • Photo Documentation • ICT Report • Media Publishing • Students Participation in various Clubs • Faculty Participation in college activities • Department Library / Library Register • New Cell Activities • Scholarship file
10	Languages	Records – not maintained for : <ul style="list-style-type: none"> • Enabling classes Register • Projector register • Guest Lectures • ICT Report 	Records – to be maintained for : <ul style="list-style-type: none"> • Enabling classes Register • Projector register • Guest Lectures • ICT Report

PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT SCHEDULE
DATE OF VISIT : 5TH APRIL 2016 TO 8TH APRIL 2016

S.No	NAME OF THE DEPARTMENT	TO BE AUDITED BY:
1	B.C.A	Mrs.MEENAKSHI - DEPT OF COMMERCE
2	B.Sc Comp Sci	Mr.DANIEL CHALKE - DEPT OF BBA
3	B.COM GENERAL & M.COM	Mrs.PRIZLIN - DEPT. OF COMP SCI
4	BBA	Mrs.MAHESWARI - DEPT OF CORP SEC
5	BSC VISCOM	Mr.JOHN VASEEKARAN - DEPT OF COMP APPLN
6	BCOM C.S	Mr.PRADEEP - DEPT OF VISCOM
7	ENGLISH - BA & MA	Mrs. CHRISTY - DEPT OF MATHS
8	SOCIAL WORK -BSW & MSW	Mrs.LAKSHMI - DEPT. OF ENGLISH
9	MAHTEMATICS	Mrs.SATHIYAPRIYA - DEPT OF LANGUAGES
10	PSYCHOLOGY	Mrs.USHA JOSE - DEPT OF SOCIAL WORK
11	LANGUAGES	Mrs.JOICY - DEPT OF COMMERCE

REPORT TO BE SUBMITTED TO THE COMMITTEE ON OR BEFORE 9TH APRIL 2016
 BEFORE 9:30A.M

Approved .

[Signature]
 2/4/16

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: B.C.A **DATE OF AUDIT:**

NAME OF THE FACULTY: Mx. MEENAKSHI, Asst. Prof,
DEPT. OF COMMERCE

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	✓ ✓		
5	Subject notes	✓		
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓ ✓ ✓		
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	✓		
9	Result analysis (Apr 2015 & Nov 2015)	✓		
10	Enabling Classes Register	✓		
11	Projector / ICT register (Not used in even semester)	✓		upto Nov 2015
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register	✓		
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓		proof not collected

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended	✓		
17	Institution Industry Interface • Industrial visits <i>IIYs - No IV report</i>	✓		
18	Institutional Social Responsibility • Extension activity	✓		
19	Institutional Network with Alumni	✓		
20	Alumni Association Registers	✓		
21	Guest Lectures	✓		
22	<i>Intern</i> Seminars / Conferences / Workshops conducted	✓		
23	Photo Documentation	✓		
24	Visitor's Book	✓		
25	ICT report	✓		
26	Placement Report	✓		
27	Disciplinary file – actions to be taken	✓		
28	Parents Teachers Meeting file / register	✓		
29	Faculty Profile	✓		
30	Students Feedback			
31	Department Activities - Invites	✓		
32	Media Publishing	✓		
33	Students participation in various clubs	✓		
34	Faculty participation in College activities	✓		
35	Department Library / Library register	✓		
36	Stock register	✓		
37	Mentor register / document	✓		
38	New cell – Activities Record / Document	✓		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile (University) -	✓		
40	Students Data Card	✓		
41	Alumni Students Database maintenance	✓		
42	Scholarship File	✓		
43	Any other Projects done by students			
	Faculty Attendance posting - daily basis			
	Hour plan Register, Late comers Register			
	Minor Research project, old file of students			
	1 generation learners, details & topics discussed			

in Value education classes conducted on 1st Friday mass days.

SUGGESTIONS:

V. good.

H. Hemanth.

SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: B.Sc Comp Sci DATE OF AUDIT:

NAME OF THE FACULTY: Mr. DANIEL CHALKE, Asst Prof,
DEPT OF BBA

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		Maintained Jeopardy Suggested class hours
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	✓		
5	Subject notes	✓		
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓		
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	✓		
9	Result analysis (Apr 2015 & Nov 2015)	✓		
10	Enabling Classes Register	✓		to be updated
11	Projector / ICT register	✓		
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register	✓		It seems to be updated
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓		List maintained Collegiate Copies to be taken

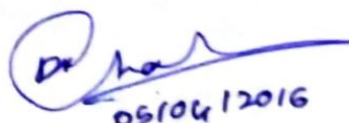
S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended	✓		no separate file maintained with faculty profile
17	Institution Industry Interface • Industrial visits		✓	to be update.
18	Institutional Social Responsibility • Extension activity	✓		
19	Institutional Network with Alumni	✓		no separate file. Same with Dept website
20	Alumni Association Registers	✓		
21	Guest Lectures	✓		
22	Seminars / Conferences / Workshops conducted	✓		
23	Photo Documentation	✓		
24	Visitor's Book	✓		
25	ICT report		✓	
26	Placement Report		✓	to be updated with current offer letters
27	Disciplinary file – actions to be taken	✓		Maintained as standard level. No separate file
28	Parents Teachers Meeting file / register	✓		
29	Faculty Profile	✓		
30	Students Feedback	✓		
31	Department Activities - Invites	✓		
32	Media Publishing	✓		
33	Students participation in various clubs	✓		
34	Faculty participation in College activities	✓		
35	Department Library / Library register	✓		
36	Stock register	✓		
37	Mentor register / document	✓		
38	New cell – Activities Record / Document		✓	

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile			
40	Students Data Card	✓		
41	Alumni Students Database maintenance	✓		
42	Scholarship File	✓		
43	Any other	✓		
	Monthly Attendance			
	Consolidated attendance			
	News letter file			
	Instant exam & Evaluation file.			

Admission Policy file
Discrepancy file.
Bills file.

SUGGESTIONS:

Certain ~~the~~ requirements were clubbed with others so
suggestion has been made to maintain separate files.
Additional files have also been maintained by the department
which is commendable


05/04/2016

SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: B.B.A **DATE OF AUDIT:** 4/4/2016

NAME OF THE FACULTY: M^{rs}. MAHESWARI, Asst. Prof. 2.45 Pm
DEPT. OF CORP. SHIP

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	✓		
5	Subject notes		✓	
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓		
7	Online Internal Assessment Marks	✓		Nov 2015 APRIL pending
8	Result Galley (Apr 2015 & Nov 2015)	✓		
9	Result analysis (Apr 2015 & Nov 2015)	✓		
10	Enabling Classes Register	✓		
11	Projector / ICT register	-	✓	available with VP mem C RECORD-activities
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register	✓		
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓ ✓ ✓ ✓		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended	✓		
17	Institution Industry Interface • Industrial visits	✓		
18	Institutional Social Responsibility • Extension activity	✓		Through Zenith - care & share for workers (Resource person - 3)
19	Institutional Network with Alumni	✓		
20	Alumni Association Registers	✓		
21	Guest Lectures	✓		
22	Seminars / Conferences / Workshops conducted	✓		
23	Photo Documentation	✓		
24	Visitor's Book	✓		
25	ICT report	✓		
26	Placement Report	✓		
27	Disciplinary file – actions to be taken	✓		
28	Parents Teachers Meeting file / register	✓		
29	Faculty Profile	✓		
30	Students Feedback		✓	Centralized with IQAC
31	Department Activities - Invites	✓		
32	Media Publishing		✓	
33	Students participation in various clubs		✓	Separately not maintained
34	Faculty participation in College activities		✓	
35	Department Library / Library register	✓		
36	Stock register	✓		
37	Mentor register / document	✓		
38	New cell – Activities Record / Document		✓	N/A

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile			
40	Students Data Card	✓		
41	Alumni Students Database maintenance	✓		
42	Scholarship File	✓		
43	Any other	✓		updated till 2014-15.
	(1) Book dispensal details.			
	(2) FLI - learners			
	(3) University / clg. communication.			
	(4) Students project file.			
	(5) Monthly attendance file			

SUGGESTIONS:

Neatly established all ^{the} files.
 Little updation required in certain areas. Can maintain separate files rather clubbing records.

Maheshwari
 4/4/2016
 SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: B-Sc VISCOM DATE OF AUDIT:

NAME OF THE FACULTY: MR. JOHN VASEEKARAN, ASST. PROF,
DEPT. OF BCA

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	✓		
5	Subject notes	✓		
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓		
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	✓		
9	Result analysis (Apr 2015 & Nov 2015)	✓		
10	Enabling Classes Register		✓	
11	Projector / ICT register	✓		
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register		✓	PROGRAMME NOT CONDUCTED IN CO-OP PART ACAD YEAR (CHIMERE)
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓		

S No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended	✓		
17	Institution Industry Interface • Industrial visits	✓		Print not taken
18	Institutional Social Responsibility • Extension activity	✓		
19	Institutional Network with Alumni	✓		GREETHANTJALZ (ALUMINZ)
20	Alumni Association Registers	✓		
21	Guest Lectures	✓		
22	Seminars / Conferences / Workshops conducted	✓		Editing workshop
23	Photo Documentation	✓		Print to be taken.
24	Visitor's Book	✓		
25	ICT report	✓		
26	Placement Report	✓		One student attended world bank interview - not yet confirmed.
27	Disciplinary file – actions to be taken	✓		
28	Parents Teachers Meeting file / register	✓		
29	Faculty Profile	✓		
30	Students Feedback	✓		
31	Department Activities - Invites	✓		
32	Media Publishing		✓	
33	Students participation in various clubs	✓		
34	Faculty participation in College activities	✓		
35	Department Library / Library register	✓		
36	Stock register	✓		
37	Mentor register / document	✓		
38	New cell – Activities Record / Document	✓		Vebrimann visit

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile	✓		
40	Students Data Card	✓		
41	Alumni Students Database maintenance	✓		
42	Scholarship File	✓		No hard copy,
43	Any other	✓		Topper's details Exam fees details Attendance of Students Staff O.D

SUGGESTIONS:

G. John De
5/4/16

SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE
INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: BCom Corp Sec DATE OF AUDIT:

NAME OF THE FACULTY: Mr. PRADEEP Asst. Prof,
DEPT. OF VLScom

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks ✓ 	✓		
5	Subject notes	✓		
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓		Time table not shown
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	✓		English Dept having Result Galley DR. MADHAVI
9	Result analysis (Apr 2015 & Nov 2015)	-		Not updated
10	Enabling Classes Register	✓		
11	Projector / ICT register	✓		
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register	✓		
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended	✓		
17	Institution Industry Interface	✓		
18	• Industrial visits Institutional Social Responsibility	✓		-
19	• Extension activity Institutional Network with Alumni	✓	✓	Programmes conducted but file not maintained
20	Alumni Association Registers	✓		
21	Guest Lectures	✓		
22	Seminars / Conferences / Workshops conducted	✓		
23	Photo Documentation	✓		
24	Visitor's Book	✓		
25	ICT report	✓		
26	Placement Report	✓		Not updated
27	Disciplinary file – actions to be taken	✓		
28	Parents Teachers Meeting file / register	✓		
29	Faculty Profile	✓		Ms. Philomina not included
30	Students Feedback	✓		IRAC
31	Department Activities - Invites	✓		
32	Media Publishing	✓		
33	Students participation in various clubs	✓		
34	Faculty participation in College activities		✓	Participated but file not maintained
35	Department Library / Library register	✓		
36	Stock register	✓		Not updated
37	Mentor register / document	✓		
38	New cell – Activities Record / Document	✓		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile			
40	Students Data Card	✓		
41	Alumni Students Database maintenance	✓		
42	Scholarship File	✓		
43	Any other	✓		Deable Students
				Records, Minor
				Research
				B711 Book

SUGGESTIONS:

All the Records were shown
 but need to be updated.

Ms. *[Signature]*
 SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: *B-Com & M-Com* DATE OF AUDIT: *05/4/16*

NAME OF THE FACULTY: *Mrs. FRIZZLIN, Asst. Prof*
DEPT. OF GMP Sci

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		
2	Workload & Time table (Odd & Even Sem)	✓		<i>Even - no file maintained</i>
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	✓		<i>Nov 2015 Question papers not maintained</i>
5	Subject notes		✓	<i>convenient with text books</i>
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 		✓	<i>not maintained</i>
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	✓		
9	Result analysis (Apr 2015 & Nov 2015)		✓	<i>File not maintained 2ts in mail</i>
10	Enabling Classes Register		✓	<i>not updated</i>
11	Projector / ICT register	✓		
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register		✓	<i>File not maintained only in mail.</i>
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 		✓	<i>Hard Copy not maintained *) only in mail</i>

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended		✓	2 publications (no proof)
17	Institution Industry Interface • Industrial visits		✓	no hard copy, only in mail
18	Institutional Social Responsibility • Extension activity		✓	only in mail. no hard copy
19	Institutional Network with Alumni		✓	only in mail. no hard copy
20	Alumni Association Registers		✓	not updated
21	Guest Lectures		✓	
22	Seminars / Conferences / Workshops conducted		✓	no hard copy. only in mail
23	Photo Documentation		✓	—
24	Visitor's Book	✓		
25	ICT report	✓		
26	Placement Report	✓		filed all offer letters. no consolidate report
27	Disciplinary file – actions to be taken		✓	not updated
28	Parents Teachers Meeting file / register		✓	—
29	Faculty Profile		✓	—
30	Students Feedback		✓	
31	Department Activities - Invites		✓	no file maintained
32	Media Publishing		✓	—
33	Students participation in various clubs		✓	not maintained
34	Faculty participation in College activities		✓	
35	Department Library / Library register	✓		
36	Stock register		✓	no register maintained
37	Mentor register / document		✓	NO file
38	New cell – Activities Record / Document		✓	

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile	✓		
40	Students Data Card	✓		
41	Alumni Students Database maintenance		✓	not updated
42	Scholarship File	✓		
43	Any other			
	Rank Holders List		✓	only in mail, not updated
	Fund Register	✓		

Comments:-

Based on my observations, documentation is not done.

SUGGESTIONS:

Documentation should be done on regular basis for future reference

Pic
06/4/16
SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: *Social Work* DATE OF AUDIT:

NAME OF THE FACULTY: *Mrs. LAKSHMI, Asst. Prof,*
DEPT. OF ENGLISH

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	YES		
2	Workload & Time table (Odd & Even Sem)	YES		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	YES		includes NME courses too
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks / Viva 	YES		
5	Subject notes	YES		
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks (Subject wise files) 	YES		Subject-wise file maintained in separate files.
7	Online Internal Assessment Marks	YES		
8	Result Galley (Apr 2015 & Nov 2015)	YES		
9	Result analysis (Apr 2015 & Nov 2015)	YES		
10	Enabling Classes Register	YES		w/IK detailed report ↓
11	Projector / ICT register	YES		
12	Department Meeting Minutes	YES		
13	Substitution Register(Classes Compensated is to be included)		NO	
14	Association Activities – file / register	YES		
15	Students achievements [w/IK display] <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	YES		w/IK display

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended	YES		
17	Institution Industry Interface • Industrial visits / MOU (International & National)	YES		
18	Institutional Social Responsibility • Extension activity [C.C. Council] Communication Skills	YES		
19	Institutional Network with Alumni	YES		
20	Alumni Association Registers	YES		
21	Guest Lectures (with Profile)	YES		
22	Seminars / Conferences / Workshops conducted	YES		
23	Photo Documentation (Soft copy & CD)	YES		
24	Visitor's Book	YES		
25	ICT report	YES		detailed report avlble
26	Placement Report	YES		
27	Disciplinary file – actions to be taken	YES		
28	Parents Teachers Meeting file / register	YES		
29	Faculty Profile	YES		
30	Students Feedback		—	
31	Department Activities - Invites	YES		
32	Media Publishing	YES		
33	Students participation in various clubs	YES		soft copy
34	Faculty participation in College activities	YES		
35	Department Library / Library register ✓	YES		
36	Stock register	YES		
37	Mentor register / document	YES		soft copy
38	New cell – Activities Record / Document (Tribal Empowerment Cell)	YES		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile			
40	Students Data Card	YES		
41	Alumni Students Database maintenance	YES		
42	Scholarship File	YES		soft copy
43	Any other	[enclosed separately]		

SUGGESTIONS:

- 1) Substitution record to be maintained
- 2) Student feedback record to be collected.

Best Practices:-

1) Other files (both academic & non-academic) are maintained separately. Enclosed herewith.

The files marked B indicates Best Practices of the Department

SIGNATURE OF THE FACULTY

[Mrs. R. Lakshmi Kumari]

INTERNAL AUDITOR

DEPT. OF ENGLISH.

Internal Audit [2015-2016]

Department reports.

- 1) Best Outgoing Students (BSW & MSW)
- 2) Field Work (Supervision Reports)
- 3) Field Work (Agencies List)
- 4) About the Department
- 5) Rural Camp File (2015-2016)
- 6) General Faculty Meeting Minutes
- 7) Academic Calendar
- 8) Assembly Register
- 9) External Examiners Database
- 10) Professional Associations (Staff & Alumni)
- 11) Fee Structure File (BSW & MSW)
- 12) Add-on Courses File (BSW & MSW)
- 13) General Counselling
- 14) University Communication File
- 15) NME Courses with Subject Codes
- 16) Admissions File (BSW & MSW)
- 17) MOVs [International & National]
- 18) Documentation of Industrial Visits
- 19) Annual Staff Return
- 20) Book List [New Specialization introduced]
- 21) Social Work Panorama - Newsletter
[has applied for ISBN Number]

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: ENGLISH

DATE OF AUDIT: 5/4/16

NAME OF THE FACULTY: Mrs. CHRISTY, Asst. Prof,

DEPT. OF MATHS

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓	✓	
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	✓		
5	Subject notes	✓		Notes maintained in p.d.f format
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓	✓	Not maintained in files.
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	✓		
9	Result analysis (Apr 2015 & Nov 2015)		✓	
10	Enabling Classes Register		✓	
11	Projector / ICT register		✓	No Register, but used everyday.
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register	✓		
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓ ✓ ✓ ✓		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended	✓		
17	Institution Industry Interface • Industrial visits		✓	
18	Institutional Social Responsibility • Extension activity	✓		
19	Institutional Network with Alumni	✓		
20	Alumni Association Registers	✓		
21	Guest Lectures		✓	
22	Seminars / Conferences / Workshops conducted			Inter Collegiate Competitions Conducted
23	Photo Documentation		✓	
24	Visitor's Book	✓		
25	ICT report	✓		
26	Placement Report	✓		
27	Disciplinary file – actions to be taken	✓		
28	Parents Teachers Meeting file / register	✓		
29	Faculty Profile	✓		
30	Students Feedback	✓		Not filed.
31	Department Activities - Invites	✓		
32	Media Publishing		✓	
33	Students participation in various clubs		✓	
34	Faculty participation in College activities		✓	hand written shown me
35	Department Library / Library register	✓		
36	Stock register	✓		
37	Mentor register / document	✓		
38	New cell – Activities Record / Document	✓		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile	I yr		II yr, III yr, IMA not shown me
40	Students Data Card	✓		
41	Alumni Students Database maintenance	✓		
42	Scholarship File		✓	
43	Any other			
	Vistas Newsletter			
	Softskill level I, II, Student late			
	Register, Noticeboard file,			

SUGGESTIONS:

Filing of data must be done on a regular basis.

T. Christy

SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: *Psychology* DATE OF AUDIT:

NAME OF THE FACULTY: *Mrs. USHA JOSE, Asst. Prof*
DEPT. OF SOCIAL WORK

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)			
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓	-	(copy new available)
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions ✓ Practical – Question Banks ✗ 	✓		No practicals this year.
5	Subject notes	✓		
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓ ✓ ✓		
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	✓		
9	Result analysis (Apr 2015 & Nov 2015)	✓		
10	Enabling Classes Register	✓		
11	Projector / ICT register		✓	
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)		✓	
14	Association Activities – file / register	✓		
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓	✗	

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended		✓	
17	Institution Industry Interface • Industrial visits		✓	
18	Institutional Social Responsibility • Extension activity		✓	
19	Institutional Network with Alumni		✓	No attending
20	Alumni Association Registers		✓	"
21	Guest Lectures	✓		
22	Seminars / Conferences / Workshops conducted	✓		1 workshop which is internal
23	Photo Documentation		✓	
24	Visitor's Book	✓		
25	ICT report		✓	
26	Placement Report		✓	no placement
27	Disciplinary file – actions to be taken	✓		
28	Parents Teachers Meeting file / register	✓		
29	Faculty Profile		✓	Maintained others CV.
30	Students Feedback	✓		
31	Department Activities - Invites	✓		
32	Media Publishing		✓	
33	Students participation in various clubs		✓	
34	Faculty participation in College activities		✓	
35	Department Library / Library register		✓	List for college Lib maintained
36	Stock register	✓		
37	Mentor register / document	✓		
38	New cell – Activities Record / Document		✓	

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile			
40	Students Data Card	✓	✓	
41	Alumni Students Database maintenance	✓		
42	Scholarship File		✓	
43	Any other		✓	nobody mailed.
	Soft Skill	✓		
	NME	✓		
	Subject code & admission	✓		
	late comers Register	✓		
	Other assignments	✓		
	A/c bills	✓		

SUGGESTIONS:

Some files need to be maintained
 given information on that.

[Signature]

SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT – FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: MATHEMATICS **DATE OF AUDIT:**

NAME OF THE FACULTY: M^{rs}. SATHIYA PRAYA, Asst. Prof.,
DEPT. OF LANGUAGES

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	✓		
5	Subject notes	✓		
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓		
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	✓		
9	Result analysis (Apr 2015 & Nov 2015)	✓		
10	Enabling Classes Register	✓		
11	Projector / ICT register	✓		
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register	✓		
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓ ✓ ✓ ✓		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended	✓		
17	Institution Industry Interface • Industrial visits	✓		
18	Institutional Social Responsibility • Extension activity	✓		
19	Institutional Network with Alumni		NA	
20	Alumni Association Registers		NA	
21	Guest Lectures	✓		
22	Seminars / Conferences / Workshops conducted	✓		
23	Photo Documentation	✓		
24	Visitor's Book	✓		
25	ICT report	✓		
26	Placement Report		NA	
27	Disciplinary file – actions to be taken	✓		
28	Parents Teachers Meeting file / register	✓		
29	Faculty Profile	✓		
30	Students Feedback	✓		
31	Department Activities - Invites	✓		
32	Media Publishing		NO	
33	Students participation in various clubs	✓		
34	Faculty participation in College activities	✓		
35	Department Library / Library register	✓		
36	Stock register	✓		
37	Mentor register / document	✓		
38	New cell – Activities Record / Document		NO	

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile			
40	Students Data Card	✓		
41	Alumni Students Database maintenance	✓		
42	Scholarship File		ND	
43	Any other Maintaining Work done	✓		
	note Book, subject toppers			
	list, Department Accounts,			
	Notice Board information,			
	Scribe and other information			
	related Donating blood, etc.			
	Flood Relief details,			

SUGGESTIONS:

Very Good. all the record update
Well Maintenance


SIGNATURE OF THE FACULTY
(R. SATHIYA PRIYA)

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL AUDIT - FOR THE ACADEMIC YEAR 2015-2016

NAME OF THE DEPARTMENT: LANGUAGES **DATE OF AUDIT:**

NAME OF THE FACULTY: [TAMIL/HINDI/FRENCH]
Mrs. Joicey, Asst. Prof.
DEPT. OF COMMERCE

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
1	Lesson Plan (Odd & Even Sem)	✓		
2	Workload & Time table (Odd & Even Sem)	✓		
3	<ul style="list-style-type: none"> Syllabus (old & new) Subject Codes (old & new) 	✓		
4	Question Bank: <ul style="list-style-type: none"> Theory – University Exam Questions Practical – Question Banks 	✓		
5	Subject notes			
6	<ul style="list-style-type: none"> Internal & Model exam Time table Internal Marks Model Examination marks 	✓ NA		
7	Online Internal Assessment Marks	✓		
8	Result Galley (Apr 2015 & Nov 2015)	NA		
9	Result analysis (Apr 2015 & Nov 2015)	✓		
10	Enabling Classes Register		✓	
11	Projector / ICT register		✓	
12	Department Meeting Minutes	✓		
13	Substitution Register(Classes Compensated is to be included)	✓		
14	Association Activities – file / register	✓		
15	Students achievements <ul style="list-style-type: none"> Inter collegiate participations Sports Cultural Extra -curricular 	✓		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
16	Faculty achievements – papers presented / workshops attended			
17	Institution Industry Interface • Industrial visits	✓		
18	Institutional Social Responsibility • Extension activity	NA		
19	Institutional Network with Alumni	✓		
20	Alumni Association Registers	NA		
21	Guest Lectures	NA		
22	Seminars / Conferences / Workshops conducted		✓	
23	Photo Documentation	✓		
24	Visitor's Book	✓		
25	ICT report		✓	
26	Placement Report	NA		
27	Disciplinary file – actions to be taken	NA		
28	Parents Teachers Meeting file / register	NA		
29	Faculty Profile	✓		
30	Students Feedback	NA		
31	Department Activities - Invites	✓		
32	Media Publishing	✓		
33	Students participation in various clubs	NA		
34	Faculty participation in College activities	✓		
35	Department Library / Library register	✓		
36	Stock register	✓		
37	Mentor register / document	NA		
38	New cell – Activities Record / Document	NA		

S.No	NAME OF THE FILE / REGISTER / DOCUMENT TO BE VERIFIED	YES	NO	REMARKS
39	Students Profile	NA		
40	Students Data Card	NA		
41	Alumni Students Database maintenance	NA		
42	Scholarship File	NA		
43	Any other Pongal celebrations	-		
	Official letters, work Plan,	-		
	Teaching Aids, Notice board display	-		

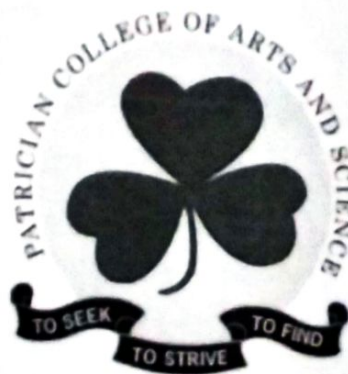
SUGGESTIONS:

Updation required in certain areas.
 (ICT, Guest lectures, Enabling classes)

Y. Jeyaraj
 5/4/16

SIGNATURE OF THE FACULTY

PATRICIAN COLLEGE OF ARTS AND SCIENCE
ADYAR CHENNAI – 600020



CENTRE CODE: 1611

INTERNAL AUDITING
REPORT

2014 – 2015

Patrician College of Arts and Science

Internal Academic Audit Report

Internal Academic Audit was conducted on 04/03/2015. Audit was done by HODs and the senior faculty of the department on an inter-departmental basis.

Timings	Department	Audited by
8.30am to 9.15am	BCA	Mrs. Unika & Ms Manjusha
	BSC (CS)	Mrs Meena & Mr Krishna
	MATHS	Mrs Suvitha & Ms Gayathri
	MSW	Dr. Nagajothi & Mr Daniel
	BA (ENG)	Dr. Ahila & Mrs Sathyapriya

Timings	Department	Audited by
11.45 am to 12.30pm	BBA	Mr. Sriram & Mrs Christy
	BCOM (CS)	Mrs Anandapriya & Mr John Vaseekaran
	BCOM (GEN)	Mrs. Mashiya & Mrs Frizlin
	BSC (VIS COM)	Mrs. Lenora & Mrs. Lakshmi
	LANGUAGE	Mrs Mary Angeline & Mr Jetson

The remarks noted are as under:

1. Visitor's book is to be updated.
2. Documents are to be bound.
3. Print outs of files and have to be taken and documented.
4. All files and registers to be labeled.
5. Department Library to be improved.
6. Departments are to be arranged to make it more impressive.
7. Best short films of students of students of visual communication to be kept in department/ general library.
8. Best drawings and paintings to be exhibited.

Audited by:
Mrs Unika/Mrs Meenakshi

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 8:30 am -
9:15 am

DEPARTMENT : B.C.A

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Attendance Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Resulty Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. Co-Curricular

12. Seminars	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Workshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Industrial Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Guest Lecture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Add on Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

17. Faculty Participation
18. Students Participation
19. News Letter
20. Brochure - Department
21. Rank Holders
22. Remedial Classes
23. Mentoring File
24. Stock Register
25. Minor Project
26. Visitors Book
27. Question Bank
28. Photo Documentation
29. List of Charts
30. Black/Notice Board
31. Department Library
32. Publications
33. Any other relevant records

[illegible][illegible]

Remarks (if any):


1. Excelent Record ~~maintenence~~
2. Visitor's book has to be upda keep
- 3.
- 4.
- 5.


Hod of A/C

Audited by:

Name & Signature of the Staff (With Date & Department):

- 1: UNIKA. D
- 2: T.V-MANJUSHA


T.V. Manjusha

Dept of Commerce
Dept of Commerce

4/3/2015
4/3/2015

Audited by:
Mrs Meena/ Mr Krishna

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

**TIME: 8:30 am -
9:15 am**

DEPARTMENT : B.Sc (Comp. Sci)

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Attendance Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Resulty Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. Co-Curricular

12. Seminars	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Workshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Industrial Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Guest Lecture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Add on Skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

17. Faculty Participation
18. Students Participation
19. News Letter
20. Brochure - Department
21. Rank Holders
22. Remedial Classes
23. Mentoring File
24. Stock Register
25. Minor Project
26. Visitors Book
27. Question Bank
28. Photo Documentation
29. List of Charts
30. Black/Notice Board
31. Department Library
32. Publications
33. Any other relevant records

✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓

✓

Scholarship details

CESB " "

Student Follow up register.

Placement Register.

Int. Assessment Marks

Alumni Feedback Reg.

Events Feedback Reg.

Notice Board

Books Issued

"

"

B. Neena 04/03/12

Remarks (if any):

1. Documents should be in Neat Manner.
2. CESTO Details Reg. Maintained
3. Books Issued
4. Notice Board displays, register.
- 5.

Audited by:

Name & Signature of the Staff (With Date & Department):

- 1: B. MEENA B. Meena 04/03/15
- 2: M. Krishna M. Krishna 4/03/2015

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 11:45am -

12:30pm

DEPARTMENT : B-Com (General)

I. Curricular

Yes

No

1. Syllabus
2. Faculty Qualification
3. Workload
4. Timetable
5. Lesson Plan
6. Teaching Aids
7. Attendance Register
8. Internal Assessment
9. Resulty Galley
10. Result Analysis
11. Department Minutes Book

✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓

No certificates.

II. Co-Curricular

12. Seminars
13. Workshop
14. Industrial Visit
15. Guest Lecture
16. Add on Skills

✓
✓
✓
✓

✓
✓

17. Faculty Participation
18. Students Participation
19. News Letter
20. Brochure - Department
21. Rank Holders
22. Remedial Classes
23. Mentoring File
24. Stock Register
25. Minor Project
26. Visitors Book
27. Question Bank
28. Photo Documentation
29. List of Charts
30. Black/Notice Board
31. Department Library
32. Publications
33. Any other relevant records

✓
x
✓
✓
✓
✓
x
✓
✓
✓
✓
✓
x
✓
✓
✓
✓

To be Separated.

✓
✓
✓

Dept Magazine.
Placement Details.

Substitution Register.

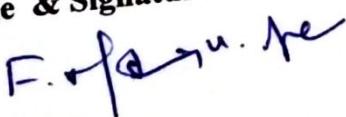
Media.

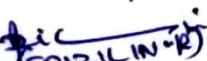
Remarks (if any):

1. Documents to be binded.
2. Few documents are only for this Academic year.
3. Dept Reports are not documented,
- 4.
- 5.

Audited by:

Name & Signature of the Staff (With Date & Department):

1: F. 

2: 
(FRIZALIN-12)
(Dept. of Computer Science)
84/3/15

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 11:45am -
12:30pm

DEPARTMENT : B.B.A

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Attendance Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Resulty Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. Co-Curricular

12. Seminars	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Workshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Industrial Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Guest Lecture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Add on Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>

17. Faculty Participation

18. Students Participation

19. News Letter

20. Brochure - Department

21. Rank Holders

22. Remedial Classes

23. Mentoring File

24. Stock Register

25. Minor Project

26. Visitors Book

27. Question Bank

28. Photo Documentation

29. List of Charts

30. Black/Notice Board

31. Department Library

32. Publications

33. Any other relevant records

1. PTA Register

2. Alumni Feed back

3. Company Letters

4. Students participation
Certificate

5. Paper presentation.

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	✓
Available in Soft copy.	
Available in Soft copy	
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Soft copy Available	
Soft copy Available	
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✓	

Remarks (if any):

- 1.
- 2.
- 3.
- 4.
- 5.

Audited by:

Name & Signature of the Staff (With Date & Department):

- 1: S. SRIRAM *S. Sriram* 4/3/15 (S. SRIRAM) MATHEMATICS
- 2: T. CHRISTY *T. Christy* 4/3/15

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 11:45am -

DEPARTMENT : B-Sc (Visual Communication)

12:30pm

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Attendance Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Resulty Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. Co-Curricular

12. Seminars	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Workshop	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Industrial Visit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Guest Lecture	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Add on Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Material is available online printouts
have to be taken & documented.

17. Faculty Participation

18. Students Participation

19. News Letter

20. Brochure - Department

21. Rank Holders

22. Remedial Classes

23. Mentoring File

24. Stock Register

25. Minor Project

26. Visitors Book

27. Question Bank

28. Photo Documentation

29. List of Charts

30. Black/Notice Board

31. Department Library

32. Publications

33. Any other relevant records

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1. Parents feed back.

2. Alumni "

3. Institutional training letters.

4. Late comers register

5. Substitution note.


6. Student corner (display)

Remarks (if any):

1. All files to be labelled
2. Registers "
3. Dept. library to be improved.
4. Dept to be re arranged well.
- 5.

Audited by:

Name & Signature of the Staff (With Date & Department):

- 1: Mrs. Genora Vieira HOD of English 4/3/15. 
- 2: Mrs. Lakshmi Kumari

Suggestions:- 1. Best short films of students to be kept in library
2. Best drawings & Paintings to be displayed

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 11:45 am -
12:30 pm

DEPARTMENT : B. Com (Corp. Sec)

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Attendance Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Resulty Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>

contents are there,
to be filed

II. Co-Curricular

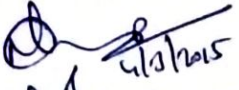
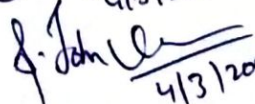
12. Seminars	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Workshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Industrial Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Guest Lecture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Add on Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Remarks (if any):

1. physically challenged file
2. Name rainy
3. Syllabus - maintained in batchwise
4. Question bank - maintained in Semwise
5. Documents - maintained neatly.
6. Photo documentation - superb, good presentation

Audited by:

Name & Signature of the Staff (With Date & Department):

- 1:  (B. ANANDAKUMAR) Dept. of BCA 4/3/2015
- 2:  (S. JOHN VASEKARAN) Dept. of BCA - LECTURER.
4/3/2015

Audited by:
Dr Ahila/ Mrs Sathyapriya

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 8:30am /
9:15am

DEPARTMENT : B. A (English)

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Attendance Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Resulty Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. Co-Curricular

12. Seminars	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Workshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Industrial Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Guest Lecture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Add on Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Remarks (if any):

1.

Very good.

2.

3.

4.

5.

Audited by:

Name & Signature of the Staff (With Date & Department):

1:

Dr. Ahila
4/3/15

2:

Dr. Sathiyadharma
4/3/15 (R. SATHIYADHARMA)

Audited by:

Audited by:
Mrs Suvita/Ms Gayathri

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 8:30am -
9:15 am

DEPARTMENT : *Mathematics*

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input type="checkbox"/>	<input type="checkbox"/>
7. Attendance Register	<input type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Result Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. Co-Curricular

12. Seminars	<input type="checkbox"/>	<input type="checkbox"/>
13. Workshop	<input type="checkbox"/>	<input type="checkbox"/>
14. Industrial Visit	<input type="checkbox"/>	<input type="checkbox"/>
15. Guest Lecture	<input type="checkbox"/>	<input type="checkbox"/>
16. Add on Skills	<input type="checkbox"/>	<input type="checkbox"/>

17. Faculty Participation
18. Students Participation
19. News Letter
20. Brochure - Department
21. Rank Holders
22. Remedial Classes
23. Mentoring File
24. Stock Register
25. Minor Project
26. Visitors Book
27. Question Bank
28. Photo Documentation
29. List of Charts
30. Black/Notice Board
31. Department Library
32. Publications
33. Any other relevant records

✓	
✓	
✓	
✓	
✓	

Subjectwise
Topicwise list

(STATIONERY)

List
Ready-

(i) work done
(ii) substitution

Remarks (if any):

1. Having Substitution Records
2. Having work done Records.
- 3.
- 4.
- 5.

Audited by:

Name & Signature of the Staff (With Date & Department):

- 1: J. S. The
4/5/15. (A. S. V. R. M.)
- 2: C. S. Gayathri
04/03/15

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 8:30am -
9:15am

DEPARTMENT : SOCIAL WORK

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Attendance Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Resulty Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. Co-Curricular

12. Seminars	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Workshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Industrial Visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Guest Lecture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Add on Skills	<input type="checkbox"/>	<input type="checkbox"/>

given for building

→ present soft copy

17. Faculty Participation
18. Students Participation
19. News Letter
20. Brochure - Department
21. Rank Holders
22. Remedial Classes
23. Mentoring File
24. Stock Register
25. Minor Project
26. Visitors Book
27. Question Bank
28. Photo Documentation
29. List of Charts
30. Black/Notice Board
31. Department Library
32. Publications
33. Any other relevant records

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33. 1. Membership in other professional bodies

2. field work register

Remarks (if any):

- 1.
- 2.
- 3.
- 4.
- 5.

Audited by:

Name & Signature of the Staff (With Date & Department):

1: *Dr. Nagapathi*

[Signature] 4/3/15 (BBA)

2: *Mr. Daniel Chalke*

[Signature] 4/3/2015 (BBA)

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 11:45am - 12:30pm

DEPARTMENT : LANGUAGE

I. Curricular

	Yes	No
1. Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Faculty Qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lesson Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Teaching Aids	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Attendance Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Internal Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Result Galley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Result Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Department Minutes Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

II. Co-Curricular

12. Seminars	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Workshop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14. Industrial Visit	NA	NA
15. Guest Lecture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16. Add on Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>

17. Faculty Participation
18. Students Participation
19. News Letter
20. Brochure - Department
21. Rank Holders
22. Remedial Classes
23. Mentoring File
24. Stock Register
25. Minor Project
26. Visitors Book
27. Question Bank
28. Photo Documentation
29. List of Charts
30. Black/Notice Board
31. Department Library
32. Publications
33. Any other relevant records

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To be printed

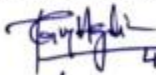

Not provided

Remarks (if any):

1. They will be ready for 11th Mock visit.
- 2.
- 3.
- 4.
- 5.

Audited by:

Name & Signature of the Staff (With Date & Department):

- | | | |
|---------------------------|---|----------------------------------|
| 1: Ms. Mary Angeline |  | } 4/2/2015 } DEPT OF SOCIAL WORK |
| 2: Mr. JESON SATHA GROPEL |  | |