

**Internal Administrative Audit
By
IQAC on 23.01.2019 & 24.01.2019**

Shift – I

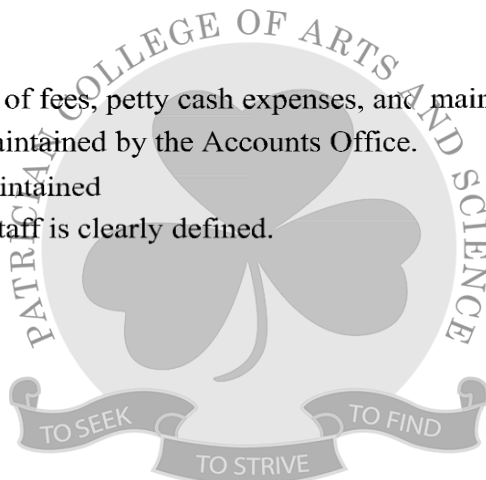
1. Documents regarding Admissions, Application Forms, Affiliation letters Certificates of students are maintained in Shift I office

Shift – II

Staff Attendance Register, Leave forms, permission forms, Bona fide certificates, Course Completion certificates, Attendance Certificates etc. are maintained in Shift II office
Records are well maintained.
Job profile of each staff is clearly defined.

Bursar Office

Details of collection of fees, petty cash expenses, and maintenance of various Bank Accounts etc. are maintained by the Accounts Office.
Records are well maintained
Job profile of each staff is clearly defined.



IQAC Coordinator



Dr.Nagajothi.S

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

27.03.2018

27/3/18
To be seen
10/03/18

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

 27/3/18
Dr. C.JOTHI VENKATESWARAN
PRINCIPAL

• 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 sub scribed.
- ⑯ Library fees can be merged with the college fees.

M. Mahalingam
Librarian
Stella Mavis college

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

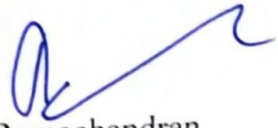
Examinations Wing

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

AUDIT REPORT OF THE LIBRARY

J Mahalingam Librarian of
Stella Mavis College audited the
library on 6.10.2016. All the
records are maintained but few
improvements need 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 Stu. 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 Rs 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 program 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 on accession days.

(11) Daily news, current events can be put in the noticeboard just outside the library.

(12) New Register can be maintained for periodicals whose 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 Statistical 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
(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. Mahalingam
Librarian
Stella Hans
17, Cathedral
Chennai - 6

**MINUTES AND ACTION TAKEN REPORT FOR THE ADMINISTRATIVE AUDIT
HELD ON 04 – 09- 2015**

Sl.NO.	Suggestion	Area	Deadline	Responsible person
1	Implementing 5S (Soft Copy)	Administrative Office	4-Jan-16	Dr. Solomon
2	Implementing 5S (Hard Copy)	Administrative Office	4-Jan-16	Dr. Solomon
3	Creating Login ID	All Faculty	1-Oct-15	Dr. Solomon Mr. Suresh
4	Data Security	Implementing Backup Policy	4-Jan-16	Dr. Solomon Mrs. Bronwen
5	Attendance	Implementing Bio Metric	15-16	Brother Mr. Martin
6	Performance Management	New Faculty	1-Apr-16	Management
		Entire Faculty	1-Apr-16	Management
7	ID Card	Re print with ID no. and Bar code eg. 2001F001 2001A001 2001S001	1-Oct-15	Mr. Martin Mr.Suresh
		Re design ID card	14-Sep-15	Dr. Solomon
8	Process Hub	Create Policy Manual	1-Oct-15	Mr. Rufus Mrs. Mahalakshmi
9	Induction for New Faculty	Create Induction PPT	4-Jan-16	Mr. Raja
10	Form 16	Issue Form 16	30-Apr-16	Mr. Martin
11	Salary Slip	In process	-	Brother
12	Offer Letter	Restructuring Offer letter	1-Oct-15	Dr. Solomon
13	Handover and Takingover Policy	Create Policy Manual	1-Oct-15	Mr. Rufus Mrs. Mahalakshmi
14	Log Record	Create Dept. log report	1-Sep-15	HOD
		Create College log report	1-Sep-15	Mrs. Bronwen
15	Water	In prog	Jan 2016	Brother

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"/>

- [illegible]


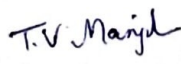
Remarks (if any):

1. Excelent Record ~~maintenance~~
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  Dept of Commerce
- 2: T.V. MANJUSHA  Dept of Commerce

4/3/2015

4/3/2015

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 8:30am -
9:15am

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

✓
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✓

✓

Scholarship details

C.E.S.602 "

Student Follow up register.

Placement Register.

Int. Assessment Marks

Alumni Feedback Reg.

Events Feedback Reg.

Notice Board

Books Issued "

B. Neena
04/03/15

Remarks (if any):

1. Documents should be in Neat Manner.
2. C.E.S.B. 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	<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"/>

No certificates.

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 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

✓
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To be Separated.

✓
✓
✓

Dept Magazine.
Placement Details.

Substitution Register.

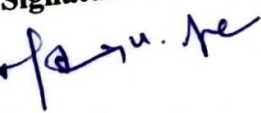
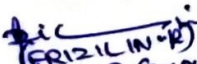
Media.

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.  Raju.
- 2: 
(PRIZILA IN-IT)
(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.

✓	
✓	
	✓
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. *[Signature]*
- 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"/>

3. Any other relevant records

1

Dept
Magazine ✓

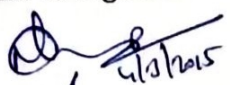
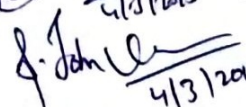
1

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. Alwila
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. 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 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

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(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. S. S. 4/5/15. (A. S. S. S.)
- 2: C. S. Gayathri
S. S. S. S.

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. Result 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

→ print 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

3.

Remarks (if any):

- 1.
- 2.
- 3.
- 4.
- 5.

Audited by:

Name & Signature of the Staff (With Date & Department):

1: *Mr. Nagapathi*

[Signature] 4/3/15 (BBA)

2: *Mr. Daniel Challe*

[Signature] 4/3/2015 (BBA)

PATRICIAN COLLEGE OF ARTS AND SCIENCE

INTERNAL ACADEMIC AUDIT

DATE : 04/03/2015

DAY: WEDNESDAY

TIME: 11:45 am - 12:30 pm

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. 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 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 |  | } 4/8/2015 } DEPT OF SOCIAL WORK |
| 2: Mr. JESSON SAYA GOSPEL |  | |