INTERNAL AUDIT REPORT FOR THE ACADEMIC YEAR 2022-2023

THIRUTHANGAL NADAR COLLEGE
(Belongs to the ChennaisashThiruthangal Hindu NadarUravinmurai Dharma Fund)
A Self Financing Co-Educational College of Arts & Science
Affiliated to the University of Madras
Re-accredited 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution
Selavayal, Chennai, Tamil Nadu, India

Thiruthangal Nadar College
Knowledge is Power

TNC/CIR/22-23/164   12-04-2023

STAFF-CIRCULAR

It is informed that are Internal Audit will be conducted by a team headed by the HODs & the Criterion Heads on May 2nd & May 3rd for the academic year June 2022 – April 2023. Hence HODs are expected to be prepared for the same with the requisite Files & Documents.
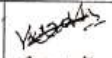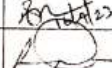
PRINCIPAL

To

HODs

All Faculties

THIRUTHANGAL NADAR COLLEGE

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Selavayal, Chennai, Tamil Nadu, India

Internal Audit Schedule (Academic Year 2022-2023)

S.No	DEPARTMENT	HOD NAME	DATE	SIGNATURE
1	B.Com General Shift I & II	Dr.S.B.Ninu Dr.S.Anitha	02-05-2023	
2	B.A.Tamil	Dr.A.Ambeth Raja	03-05-2023	
3	B.Com Corporate Secretaryship Shift I & II	Mrs.K.Mangai Mr.B.Ravikumar	02-05-2023	
4	B.Sc Maths	Mr.K.Prabhakaran Dr.S.Asaithambi	03-05-2023	
5	B.Com Bank Management	Dr.A.Janaki Dr P.Krishnamoorthy	02-05-2023	
6	B.Com Accounting Finance	Mrs.K.Pamme Nesakumari Dr.S.Aruna	03-05-2023	
7	B.B.A	Dr.S.Sayeedha Jabeen Mr.K.Viswaganesan	02-05-2023	
8	B.Com Information System Management	Mrs.C.Vijayalakshmi Mr.T.Prem Kumar	03-05-2023	
9	B.Sc Computer Science	Mrs.R.Sharmila Dr K.C.Lalithambika	02-05-2023	
10	M.Sc Computer Science	Mrs.J.Jayanthi Dr.C.Karthick	03-05-2023	
11	M.Com General	Dr.S.Lavanya Dr.J.Hilda Malar	02-05-2023	
12	B.Sc Physics	Dr.N.Santhanavadivu	03-05-2023	
13	B.Sc Chemistry	Mr.S.Arun Dr.P.Balusamy	02-05-2023	
14	B.Sc Software Applications	Mr.D.Sivakumar Mr.C.Kandasamy	03-05-2023	
15	B.S.W	Mr.K.Somasundaram Mrs.S.Jayasutha Dr.R.Bhuvaneswaran	02-05-2023	

NAAC CYCLE III - AQAR

6.5 Internal Quality Assurance System

6.5.1 IQAC Contributions

Year: 2022-2023

Thiruthangal Nadar College
Knowledge is Power

17	B.Com Computer Applications	Dr S.B.Ninu Mrs Sandhya Sabu	03-05-2023	
18	BA English	Mrs.K.Saradha Devi	02-05-2023	
19	BA Criminology & Police Administration	Dr.K.C.Lalithambika Dr.P.T.Kasthuri Bai Mrs.T.Rekha	03-05-2023	
20	B.Sc Plant Biology & Plant Bio- Technology	Mr.T.S.Rubakannnan	02-05-2023	
21	BCA Shift I & II	Dr.S.Asaithambi Dr.B.Jagadeswaran	02-05-2023	

IQAC Coordinator

Principal

V. Devi
20/10/23

Principal
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051.

Thiruthangal Nadar College

Academic Audit Report-2022-2023

1. B.Com General (A&B)

- Most of the files are not authenticated.(Sign pending)
- Daily Timetable ->Not maintained by the department
- For Remedial class the Action Taken Report for the Absentees is not found.
- Newsletter should reform.
- Cross Cutting issues programmes proof is missing.
- **Less Higher education details.**

2. B.Com General (C & Shift II)

Nil

3. B.Com CS

- Sports, Cultural and Placement Activities are missing in the Annual Report and Newsletter.
- Advanced Learners Activities Proof is missing.
- Research Activities is nill.

4. B.Com A/F

- Students Grievance File is not maintained in the department.
- No research Activities.

5. M.Com

Nil

6. B.B.A

- No hard copy for the Mid & Model Timetable (Even Sem)
- Files are not authenticated.

7. B.Com B/M

- No learning level activities in the department.
- No Research Activities.

8. B.Com CA

Nil

9. B.Com ISM

- Internal marks is not transparent to the students(Student sign is missing).
- No research activities

NAAC CYCLE III - AQAR

6.5 Internal Quality Assurance System

6.5.1 IQAC Contributions

Year: 2022-2023

Thiruthangal Nadar College
Knowledge is Power

10. BA Tamil

- No question Bank with Key Answers.
- Action Taken Report is pending for the Result Analysis.
- Newsletter-Photo missing.
- The files are not authenticated.

11. B.S.W

- Mid & Model Timetable (ODD)->Pending

12. BA English

- Internal Marks is not transparent(Student sign is pending)
- Question Bank with Key answer is pending.

13. BA Criminology & Police Administration

- Research Activities –Nill

14. BCA

- Internal Marks is not transparent to the students(Sign Pending)

15. B.Sc Physics

Nil

16. B.Sc S/A

- No research Activities.

17. B.Sc CS

- No Advanced Learners activity Proof.
- No Research Activities
- Sports Achievements File is missing

18. B.Sc PBPB

Nil

19. M.Sc CS

Nil

20. B.Sc Mathematics

- Remedial Class ATR is pending.
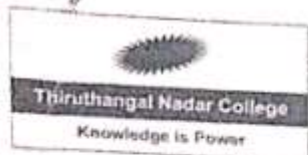- Slow & Fast Learners Proof->pending
- No research Activities

21. B.Sc Chemistry

- No research Activities

Suggestions:

- Need more MOUs
- Increase the research publications.
- More Collaboration Activities
- Increase ICT Learning
- More Certificate Courses
- Financial Fund Support
- Increase Participative, Experiential and Problem solving Learning activities.

V. Devi
20/10/23

Principal
THIRUTHANGAL NADAR COLLEGE
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Selaivayal, Chennai, Tamil Nadu, India

INTERNAL ACADEMIC AUDIT

DATE: 03.05.2023   DAY: Wednesday   TIME: 9.00 am

DEPARTMENT: B.Com [A/F]   AY: 2022-2023

Criterion I Files

SL.NO	FILE NAME	Yes	No	Remarks
1	Program Affiliation Letter	✓		
2	Department Timetable	✓		
3	Work Load	✓		
4	Substitution Register	✓		
5	Practical Timetable	NA		
6	Practical Manuals	NA		
7	Mid & Model Timetable	✓		
8	Question Bank with Key Answers	✓		
9	Academic Plan	✓		
10	Result Analysis	✓		Copy yet to receive from IQAC
11	Remedial Class Proof	✓		
12	Bridge Course Proof	✓		
13	Department SWOC(External & Internal)	✓		
14	Student Feedback from student for department function	✓		Combined with Event File
15	Annual Calendar	✓		
16	Department Annual Report	✓		

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Selavayal, Chennai, Tamil Nadu, India

17	Department Newsletter	✓		
18	Department Meeting Register	✓		
19	Student Enrollment List (Roaster)	✓		
20	Work Distribution Chart			
21	Student Grievance File	✓	✓	Started to maintaining
22	Staff Log Book	✓		
23	Academic Council/BOS/Question Paper setter/External Examiner/Valuation Letter	✓		
24	Syllabus and Preamble	✓		
25	Elective Choice list With Evidence	✓		
26	Add-on/Certificate Programmes	✓		
27	Cross cutting Programmes Proof	✓		
28	Feedback File	✓		
29	Stock Register	✓		

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Criterion II Files

SNO	FILE NAME	YES	NO	REMARKS
30	Slow Learners-Remedial Class proof	✓		
31	Advanced learners proof	✓		
32	Experiential Learning Proof	✓		
33	Participative Learning Proof	✓		
34	Problem solving methodology		✓	
35	Physical facilities for teaching learning/ICT Enabled Tools: LMS/Videos/PPT		✓	
36	Full Time Teachers	✓		
37	Full Time Teachers with Ph.D	✓		
38	Internal Marks with students Signed Copy	✓		
39	PO/PSO/COs	✓		
40	Final Year Students List	✓		
41	Result Sheet Attested by the Principal	✓		
42	Final Year Students Pass list with %	✓		% to be included next to Class Secured
43	Student award		✓	

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Criterion III Files

SNO	FILE NAME	YES	NO	REMARKS
44	Grants received from Govt		✓	
45	Teachers recognized as Guides		✓	
46	IPR Programme		✓	
47	Incubation Report		✓	
48	Workshops/Seminars conducted on Research methodology, IPR and Entrepreneurship		✓	
49	Ph.D Scholars registered under Guide		✓	
50	UGC Journal/Scopus/H index/web of science		✓	
51	Books Published		✓	
52	Chapters Edited		✓	
53	Paper published in International & National Conference		✓	
54	Extension Activities along with the Student list & Photos		✓	
55	Summary Sheet of Co-curricular and Extracurricular activities (Incl. Department association & Club)	✓		
56	Award for Extension Activities		✓	
57	Collaborative for Research/Faculty exchange/Student exchange/Internship	✓		
58	Functional MOUs		✓	

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Criterion IV Files

SNO	FILE NAME	YES	NO	REMARKS
59	Journal Subscription list		✓	
60	E-Journal Subscription list		✓	

Criterion V Files

SNO	FILE NAME	YES	NO	REMARKS
61	Government Scholarship details for the five years (Authenticated)	✓		
62	Institution & Non government Scholarship details(Authenticated)	✓		
63	Students benefitted by guidance for competitive examinations & career counseling offered by the institution		✓	
64	1.Placement details for the five years(Signed by authority) 2.Offer Letters with income	✓		
65	1.Higher Education details for the five years(Signed by authority) 2.Identity card/Admission cards proof	✓		
66	1.Sports & Cultural Awards(Inter university/state/national/international)-5 years data(authenticated)	✓		
67	1.Authenticated list of alumnus (amount contribution)	✓		

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Selavayal, Chennai, Tamil Nadu, India

Criterion VII

SNO	FILE NAME	YES	NO	REMARKS
68	Green campus initiatives		✓	
69	Disabled-friendly, barrier free environment	✓		
70	Best Practices	✓		

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Suggestion (If any):

1. Files are well maintained and updated

2. Suggested to use Smart classrooms

3. Can improve on Research Activities

4. Can initiate new MOU's

5.

Audited by:

Name & Signature of the Staff (with Date & Department)

1. Mrs. K. Pamme Nesakumari   8|5|2023   Dept of English

2. Dr S. Aruna   S.   8|5|2023 Dept of Commerce

V. Devi
20|10|23

Principal
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051.

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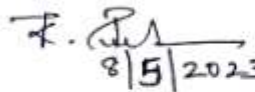Selavayal, Chennai, Tamil Nadu, India

INTERNAL ACADEMIC AUDIT

DATE: 02/05/2023   DAY: Tuesday   TIME: 9.30 a.m

DEPARTMENT: B Computer Science   AY: 2022-2023

Criterion I Files

pending → 04

SL.NO	FILE NAME	Yes	No	Remarks
1	Program Affiliation Letter	✓		
2	Department Timetable	✓		
3	Work Load	✓		
4	Substitution Register	✓		
5	Practical Timetable	✓		
6	Practical Manuals	✓		
7	Mid & Model Timetable	✓		
8	Question Bank with Key Answers	✓		
9	Academic Plan	✓		
10	Result Analysis	✓		
11	Remedial Class Proof	✓		
12	Bridge Course Proof	✓		
13	Department SWOC(External & Internal) *Photos - Pending*	✓		
14	Student Feedback from student for department function	✓		
15	Annual Calendar	✓		
16	Department Annual Report	✓		

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17	Department Newsletter	✓		
18	Department Meeting Register	✓		
19	Student Enrollment List (Roaster)	✓		To be Complet
20	Work Distribution Chart	✓		
21	Student Grievance File No		✓	
22	Staff Log Book	✓		
23	Academic Council/BOS/Question Paper setter/External Examiner/Valuation Letter	✓		
24	Syllabus and Preamble	✓		
25	Elective Choice list With Evidence	✓		copy at IQAC
26	Add-on/Certificate Programmes	At IQAc ✓		
27	Cross cutting Programmes Proof	✓		
28	Feedback File (PTA)	✓		
29	Stock Register	✓		ponday

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Criterion II Files

SNO	FILE NAME	YES	NO	REMARKS
30	Slow Learners-Remedial Class proof	✓		
31	Advanced learners proof		✓	
32	Experiential Learning Proof	✓		
33	Participative Learning Proof	✓		
34	Problem solving methodology	✓		
35	Physical facilities for teaching learning/ICT Enabled Tools: LMS/Videos/PPT	KRC		
36	Full Time Teachers	✓		
37	Full Time Teachers with Ph.D	✓		
38	Internal Marks with students Signed Copy	✓		
39	PO/PSO/COs	✓		
40	Final Year Students List	✓		
41	Result Sheet Attested by the Principal	✓		
42	Final Year Students Pass list with %	✓		
43	Student award		NO	

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Criterion III Files

SNO	FILE NAME	YES	NO	REMARKS
44	Grants received from Govt		✓	
45	Teachers recognized as Guides		✓	
46	IPR Programme		✓	
47	Incubation Report		✓	
48	Workshops/Seminars conducted on Research methodology, IPR and Entrepreneurship		✓	
49	Ph.D Scholars registered under Guide		✓	
50	UGC Journal/Scopus/H index/web of science		✓	
51	Books Published		✓	
52	Chapters Edited		✓	
53	Paper published in International & National Conference		✓	
54	Extension Activities along with the Student list & Photos		✓	
55	Summary Sheet of Co-curricular and Extracurricular activities (Incl. Department association & Club)	✓		
56	Award for Extension Activities		✓	
57	Collaborative for Research/Faculty exchange/Student exchange/Internship	✓	✓	
58	Functional MOUs		✓	

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Criterion IV Files

SNO	FILE NAME	YES	NO	REMARKS
59	Journal Subscription list		✓	
60	E-Journal Subscription list		✓	

Criterion V Files

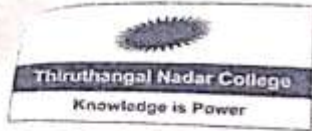| SNO	FILE NAME	YES	NO	REMARKS
61	Government Scholarship details for the five years (Authenticated)	✓		pending Approval list
62	Institution & Non government Scholarship details(Authenticated)	✓		pending Completed
63	Students benefitted by guidance for competitive examinations & career counseling offered by the institution		✓	
64	1.Placement details for the five years(Signed by authority) 2.Offer Letters with income	✓		
65	1.Higher Education details for the five years(Signed by authority) 2.Identity card/Admission cards proof	✓		
66	1.Sports & Cultural Awards(Inter university/state/national/international)-5 years data(authenticated)		✓	
67	1.Authenticated list of alumnus (amount contribution)			

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Criterion VII

SNO	FILE NAME	YES	NO	REMARKS
68	Green campus initiatives		✓	
69	Disabled-friendly, barrier free environment		✓	
70	Best Practices	✓		Appealing

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Suggestion (If any):

1. Pending Documents ought to be completed.

2. Usage of ICT to be enhanced.

3. Initiate MOUs.

4. Motivate Staffs to concentrate more on Research publications.

5. pending documents Completed.
   8/9/23.

Audited by: Dr. K. C. Lalithambiki & Mrs. R. Sharmila

Name & Signature of the Staff (with Date & Department)

02/05/2023   [Dr. K.C. Lalithabiki]

R. Sharmila
[R. SHARMILA]
2/5/23

V. Devi
20/10/23
Principal
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SELAVAYAL, CHENNAI-600 051.

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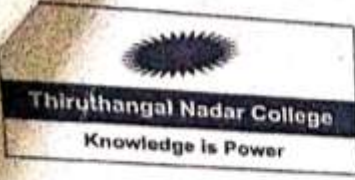Selavayal, Chennai, Tamil Nadu, India

INTERNAL ACADEMIC AUDIT

DATE: 02|05|23   DAY: Tuesday.   TIME: 2 Pm

DEPARTMENT: English.   AY: 2022-2023

Criterion I Files

SL.NO	FILE NAME	Yes	No	Remarks
1	Program Affiliation Letter	✓		
2	Department Timetable	✓		
3	Work Load	✓		
4	Substitution Register	✓		
5	Practical Timetable	✓		
6	Practical Manuals	NA		
7	Mid & Model Timetable	✓		
8	Question Bank with Key Answers	–		Foundation Eng Pending.
9	Academic Plan	✓		
10	Result Analysis	✓		April 202 In IQAC
11	Remedial Class Proof	✓		
12	Bridge Course Proof	✓		
13	Department SWOC(External & Internal)	✓		
14	Student Feedback from student for department function	✓		
15	Annual Calendar	✓		
16	Department Annual Report	✓		

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21	Student Grievance File	Nil		
22	Staff Log Book	✓		
23	Academic Council/BOS/Question Paper setter/External Examiner/Valuation Letter	✓		
24	Syllabus and Preamble	✓		
25	Elective Choice list With Evidence	✓		cccin followed
26	Add-on/Certificate Programmes	-	--	2022-22
27	Cross cutting Programmes Proof	✓		in Preamble
28	Feedback File	JaAc		
29	Stock Register	✓		

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33	Participative Learning Proof	✓		
34	Problem solving methodology		✓	
35	Physical facilities for teaching learning/ICT Enabled Tools: LMS/Videos/PPT	✓	✓	
36	Full Time Teachers	✓		
37	Full Time Teachers with Ph.D	✓		
38	Internal Marks with students Signed Copy	✓		Apnt2b2e even in process
39	PO/PSO/COs			
40	Final Year Students List	✓		
41	Result Sheet Attested by the Principal	✓		
42	Final Year Students Pass list with %	✓		
43	Student award		✓	

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SNO	FILE NAME	YES	NO	REMARKS
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45	Teachers recognized as Guides		✓	
46	IPR Programme		✓	
47	Incubation Report		✓	
48	Workshops/Seminars conducted on Research methodology, IPR and Entrepreneurship		✓	
49	Ph.D Scholars registered under Guide		✓	
50	UGC Journal/Scopus/H index/web of science	✓		
51	Books Published	✓		
52	Chapters Edited		✓	
53	Paper published in International & National Conference		✓	
54	Extension Activities along with the Student list & Photos	✓		
55	Summary Sheet of Co-curricular and Extracurricular activities (Incl. Department association & Club)	✓		
56	Award for Extension Activities		✓	
57	Collaborative for Research/Faculty exchange/Student exchange/Internship	✓		
58	Functional MOUs	✓		

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Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution
Selavayal, Chennai, Tamil Nadu, India

Criterion IV Files

SNO	FILE NAME	YES	NO	REMARKS
59	Journal Subscription list		✓	
60	E-Journal Subscription list		✓	

Criterion V Files

SNO	FILE NAME	YES	NO	REMARKS
61	Government Scholarship details for the five years (Authenticated)	✓		
62	Institution & Non government Scholarship details(Authenticated)		✓	
63	Students benefitted by guidance for competitive examinations & career counseling offered by the institution		✓	
64	1.Placement details for the five years(Signed by authority) 2.Offer Letters with income	✓		
65	1.Higher Education details for the five years(Signed by authority) 2.Identity card/Admission cards proof	✓		
66	1.Sports & Cultural Awards(Inter university/state/national/international)-5 years data(authenticated)		✓	
67	1.Authenticated list of alumnus (amount contribution)	✓		

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Criterion VII

SNO	FILE NAME	YES	NO	REMARKS
68	Green campus initiatives		✓	
69	Disabled-friendly, barrier free environment		✓	
70	Best Practices	✓		

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Suggestion (If any):

1. Can Sign MOUs

2. Extension activities involving students can be done more.

3.

4.

5.

Audited by: SARADHA DEVI. K.   02/05/23

Name & Signature of the Staff (with Date & Department)   Department of Social work.

V. Devi
20/10/23
Principal
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051.