INTERNAL AUDIT REPORT FOR THE ACADEMIC YEAR 2023-2024

Thiruthangal Nadar College

(Belongs to the Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)

Selavayal, Chennai - 51.
Affiliated to the University of Madras
Re-Accredited at 'B++' Grade by NAAC
An ISO 9001:2015 Certified Institution

Office : 2594 1717, 2594 2525
Fax : 25940393
E-mail : tnc_98@thiruthangalnadarcollege.edu.in
iqac@thiruthangalnadarcollege.edu.in
deansos@thiruthangalnadarcollege.edu.in
Website : www.thiruthangalnadarcollege.edu.in

Dr. S.B.Ninu M.Sc (IT)., M.Phil.,SET., Ph.D.,
IQAC Coordinator & Dean (School of Science)

TNC/CIR/23-24/05

Date: 21/12/2023

CIRCULAR

The Internal Quality Assurance Cell conducting the Internal Audit by a team headed by the HODs & the Criterion heads for the Academic year June 2023 – November 2023 on 04-01-2024 & 05-01-2024. Hence the HODs are expect to prepare for the same with the requisite files & documents.

Principal

IQAC Coordinator

Note:

Internal Audit files will be share to your Department mail Id.

Internal Audit Schedule (Academic Year 2023-2024)

S no	Department	Name	Date	Signature
1	B.Com General (A,B & C)	Dr.S.Anitha Dr.S.Lavanya Mrs.S.Jayasutha	04-01-2024	
2	B.Com Corporate Secretaryship	Dr.P.T.Kasthuri Bai Mrs.J.Jayanthi	05-01-2024	
3	B.Com Accounting Finance	Dr.A.Janaki	04-01-2024	
4	B.Com Bank Management	Mr.T.S.Rubakannan	05-01-2024	
5	B.Com Computer Applications	Mrs.K.Mangai Dr.R.Kandasamy	05-01-2024	
6	BBA	Mrs.R.Sharmila Mrs.T.Rekha	05-01-2024	
7	B.Com Information System Management	Dr.P.Balusamy	04-01-2024	
8	M.Com General	Dr.A.Ambeth Raja	04-01-2024	
9	B.Sc Computer Science	Mr.B.Ravikumar Mr.C.Kandasamy	04-01-2024	
10	B.Sc Software Applications	Mrs.K.Pamme Nesakumari	05-01-2024	
11	BCA (A & B)	Dr.S.B.Ninu Mrs.Sandhya Sabu	05-01-2024	
12	B.Sc Chemistry	Mr.D.Sivakumar	04-01-2024	
13	B.Sc Plant Biology & Plant BioTechnology	Mr.K.Somasundaram	04-01-2024	
14	B.Sc Maths	Dr.C.Karthick	05-01-2024	
15	M.Sc Computer Science	Dr.B.Jagadeeswaran	05-01-2024	
16	BA Tamil	Dr.J.Hilda Malar	04-01-2024	
17	BA English	Mr.S.Arun	04-01-2024	
18	BA Criminology & Police Administration	Mr.K.Prabhakaran	04-01-2024	
19	BSW	Dr.K.C.Lalithambika Mrs.E.R.Jessie Kirubarani	05-01-2024	

THIRUTHANGAL NADAR COLLEGE
ACADEMIC AUDIT REPORT
2023-2024

S.no	Department	2023-2024
1	B.Com General (A&B)	· PO,CO,PSO · No MOU signing
2	B.Com General (C & Shift II)	Nil
3	B.Com CS	· Bridge Course Report · Extension activities file pending
4	B.Com A/F	Nil
5	B.Com B/M	· ICT learning proof pending · Placement proof pending · Best practices proof missing
6	B.Com CA	· Bridge Course Report · Govt Scholarship name list pending · Placement proof pending
7	BBA	· Problem Solving Proof missing · Mentor Mentee Report pending
8	B.Com ISM	· Bridge Course Report · Not maintain a ICT Class room register · PO/PSO/CO file missing
9	M.Com	Nil
10	B.Sc CS	· Bridge Course Report · Mentor Mentee Report pending
11	B.Sc SA	· Bridge Course Report · Sports Cultural Proof missing · Best Practices file have to maintain
12	BCA	· Sports & Cultural activities proof pending · Mentor mentee pending · Best Practices
13	B.Sc Chemistry	Nil
14	B.Sc PBPB	Nil
15	B.Sc Mathematics	Nil
16	M.Sc CS	Nil
17	BA Tamil(Major)	· Remedial Class · News Letter · Cross cutting · Experiential Learning & Problem Solving
18	BA Tamil(General)	· Academic Plan · No Research Activities · Mentor Report
19	BA English (Major)	· Cross Cutting

		· Not maintain the ICT Teaching register · PO/PSC/CO file missing
20	BA English (General)	· Workload · Academic Plan · No Research Activities
21	BA Criminology & Police Administration	Nil
22	B.S.W	· No Research activities

Suggestion:

✓ Need more MOU's
✓ Increase the Research Publications
✓ More Collaborative Activities
✓ Financial Fund Support
✓ Staff need to be Qualified
✓ Increase the ICT Learning
✓ Improve the Student Exchange Programme

IQAC-Coordinator

IQAC COORDINATOR
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051.

Principal

Principal
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051.

THIRUTHANGAL NADAR COLLEGE

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Selavayal, Chennai, Tamil Nadu, India

INTERNAL ACADEMIC AUDIT

DATE: 05-01-2024, 11-01-2024.   DAY: FRIDAY, THURSDAY.   TIME: 2·00PM

DEPARTMENT: Bcom - CA.   AY: 2023-2024

CRITERION I - CURRICULAR ASPECTS

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	✓		HoD sign pending.
8	Question Bank with Key Answers	✓		
9	Academic Plan	✓		
10	Result Analysis		✓	IQAC copy not filed
11	Remedial Class Proof	✓		
12	Bridge Course Proof		✓	
13	Department SWOC(External & Internal)	✓		
14	Student Feedback from student for department function			only IV feedback is filed out of 4 program rest pending
15	Annual Calendar	✓		
16	Department Annual Report	✓		

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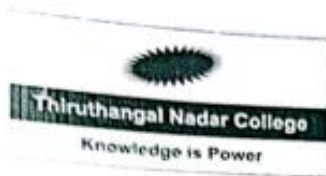|				
17	Department Newsletter	✓		
18	Department Meeting Register	✓		
19	Student Enrollment List (Roaster)	✓		
20	Work Distribution Chart	✓		
21	Student Grievance File	✓		
22	Staff Log Book			Principal sign pending
23	Academic Council/BOS/Question Paper setter/External Examiner/Valuation Letter	✓		
24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

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CRITERION II - TEACHING-LEARNING AND EVALUATION

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			Sign pending
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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CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

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)	✓		proof pending.
56	Award for Extension Activities		✓	
57	Collaborative for Research/Faculty exchange/Student exchange/Internship		✓	
58	Functional MOUs		✓	

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

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

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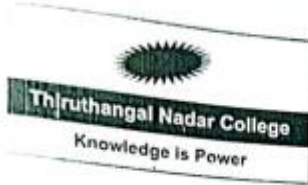Affiliated to the University of Madras
Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution
Selavayal, Chennai, Tamil Nadu, India

CRITERION V - STUDENT SUPPORT AND PROGRESSION

SNO	FILE NAME	YES	NO	REMARKS
61	Government Scholarship details for the five years (Authenticated)			Namelist proof pending
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			Name list proof pending
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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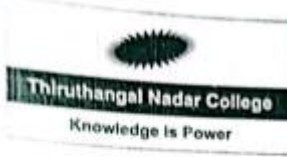A Self Financing Co-Educational College of Arts & Science

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Selavayal, Chennai, Tamil Nadu, India

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

SNO	FILE NAME	YES	NO	REMARKS
68	Teachers – PDP/FDP/Orientation /Induction Programme, Refresher Course, Short Term Course (Proof)		✓	

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

SNO	FILE NAME	YES	NO	REMARKS
68	Green campus initiatives		✓	
69	Disabled-friendly, barrier free environment		✓	
70	Best Practices	environmental aid IV.		to be modified/ changed.

Mentor. Mentee. done.

Suggestion (If any):

1. Participative learning, Problem solving activities can be concentrated along with cross-cutting programs

2.

3.

4.

5.

Audited by: K. MANGAI. 11/01/24. (B.com. General)

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

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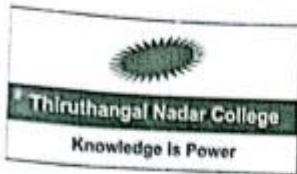## INTERNAL ACADEMIC AUDIT

DATE: 5/1/24   DAY: Friday   TIME: 1-30pm

DEPARTMENT: B.B.A   AY: 2023-2024 (ODD)

CRITERION I - CURRICULAR ASPECTS

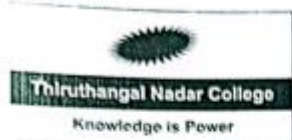| SL.NO	FILE NAME	Yes	No	Remarks
1	Program Affiliation Letter	✓		
2	Department Timetable	✓		
3	Work Load	✓		
4	Substitution Register	✓		
5	Practical Timetable		NA	
6	Practical Manuals		NA	
7	Mid & Model Timetable	✓		
8	Question Bank with Key Answers	✓		
9	Academic Plan	✓		
10	Result Analysis	✓		Pending
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	—	—	Applicable next sem

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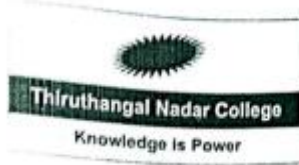| 17	Department Newsletter	✓		
18	Department Meeting Register	✓		
19	Student Enrollment List (Roaster)	✓		
20	Work Distribution Chart	✓		
21	Student Grievance File		✓	
22	Staff Log Book	✓		
23	Academic Council/BOS/Question Paper setter/External Examiner/Valuation Letter	✓		
24	Syllabus and Preamble	✓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

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CRITERION II - TEACHING-LEARNING AND EVALUATION

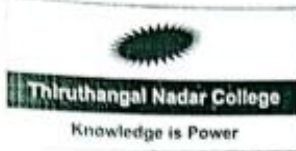| SNO	FILE NAME	YES	NO	REMARKS
30	Slow Learners-Remedial Class proof	✓		
31	Advanced learners proof	✓		
32	Experiential Learning Proof	-	-	Internship on process proof: Pending
33	Participative Learning Proof	✓		
34	Problem solving methodology		✓	
35	Physical facilities for teaching learning/ICT Enabled Tools: LMS/Videos/PPT	✓		
36	Full Time Teachers	✓		
37	Full Time Teachers with Ph.D	✓		
38	Internal Marks with students Signed Copy	✓		Students sign pending
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 updated
43	Student award		✓	

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CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

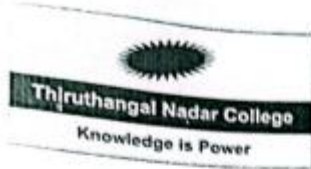| SNO	FILE NAME	YES	NO	REMARKS
44	Grants received from Govt		✓	
45	Teachers recognized as Guides		✓	
46	IPR Programme		✓	
47	Incubation Report		✓	
48	Workshops/Seminars conducted on Research methodology, IPR and Entrepreneurship		✓	
49	Ph.D Scholars registered under Guide		✓	
50	UGC Journal/Scopus/H index/web of science	✓		paper published soft copy not received)
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			on process
58	Functional MOUs			on process.

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

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

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CRITERION V - STUDENT SUPPORT AND PROGRESSION

SNO	FILE NAME	YES	NO	REMARKS
61	Government Scholarship details for the five years (Authenticated)	—	—	Applied list
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)	✓		Certificate Pending
67	1.Authenticated list of alumnus (amount contribution)	✓		

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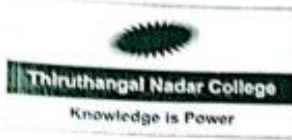A Self Financing Co-Educational College of Arts & Science
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SNO	FILE NAME	YES	NO	REMARKS
68	Teachers – PDP/FDP/Orientation /Induction Programme, Refresher Course, Short Term Course (Proof)	✓		

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

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

Suggestion (If any):
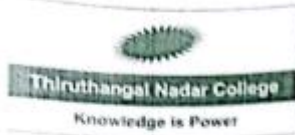
1.

2.

3.

4.

5.

Audited by:

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

T. REKHA   -   T.Rell.

R SHAROILA -   R. Ohamil

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INTERNAL ACADEMIC AUDIT

DATE: 04/01/2024   DAY: Thursday   TIME: 2.00 PM.

DEPARTMENT: B.Sc (CS)   AY: 2023-2024

CRITERION I - CURRICULAR ASPECTS

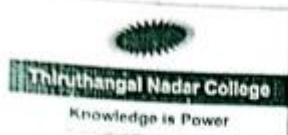| SL.NO	FILE NAME	Yes	No	Remarks
1	Program Affiliation Letter	✓		
2	Department Timetable	✓		
3	Work Load	✓		
4	Substitution Register	✓		
5	Practical Timetable	✓		
6	Practical Manuals	✓		
7	Mid & Model Timetable	✓		Model Portraiqul eqh.
8	Question Bank with Key Answers	✓		
9	Academic Plan	✓		
10	Result Analysis	✓		
11	Remedial Class Proof	✓		
12	Bridge Course Proof	—	—	—
13	Department SWOC(External & Internal)	✓		
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)	✓		5 year
20	Work Distribution Chart	✓		
21	Student Grievance File	✓		
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		✓	need to update

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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	✓	✓	New Format required.
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			April 2023 Not yet Received
42	Final Year Students Pass list with %	✓		
43	Student award	✓	✓	✓

THIRUTHANGAL NADAR COLLEGE

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

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

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	✓	✓	No: available...

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

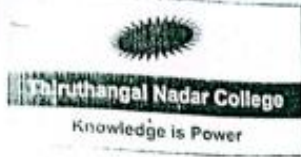| SNO	FILE NAME	YES	NO	REMARKS
59	Journal Subscription list	—	—	—
60	E-Journal Subscription list	—	—	—

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CRITERION V - STUDENT SUPPORT AND PROGRESSION

SNO	FILE NAME	YES	NO	REMARKS
61	Government Scholarship details for the five years (Authenticated)	✓		Latest records need to update.
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)	✓		NIL
67	1.Authenticated list of alumnus (amount contribution)	✓		

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CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

SNO	FILE NAME	YES	NO	REMARKS
68	Teachers – PDP/FDP/Orientation /Induction Programme, Refresher Course, Short Term Course (Proof)	✓		

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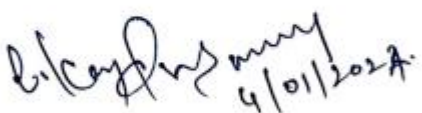
CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

SNO	FILE NAME	YES	NO	REMARKS
68	Green campus initiatives	—	—	—
69	Disabled-friendly, barrier free environment	—	—	—
70	Best Practices		✓	Data should be update.

Suggestion (If any):

1. Criterion wise colour file need to change.

2. Mentor Mentee Records should maintain.

3. Faculty Profile need to improve.

4. More Certificate/Addon course records to create.

5. To create the students to get more awards

Audited by:

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

4/01/2024

Head, Department
of B.com. (BM)

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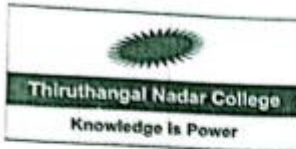## INTERNAL ACADEMIC AUDIT

DATE: 04/01/2023   DAY: Thursday.   TIME: 2:00 pm.

DEPARTMENT: B A. CPA.   AY: 2023-2024

CRITERION I - CURRICULAR ASPECTS

SL.NO	FILE NAME	Yes	No	Remarks
1	Program Affilation Letter	✓		
2	Department Timetable	✓		
3	Work Load	✓		
4	Substitution Register	✓		
5	Practical Timetable	✓		Not Applicable
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	✓		upto 22-23. only
13	Department SWOC(External & Internal)	✓		
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)	✓		
20	Work Distribution Chart	✓	Nower Sir sign pending	
21	Student Grievance File	✓		
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	Not	Appliable	
26	Add-on/Certificate Programmes	✓		
27	Cross cutting Programmes Proof	✓		
28	Feedback File	Not	Applicable.	
29	Stock Register	✓		

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CRITERION II - TEACHING-LEARNING AND EVALUATION

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	✓	photo proof pending	
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	NA		

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CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

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 - INFRASTRUCTURE AND LEARNING RESOURCES

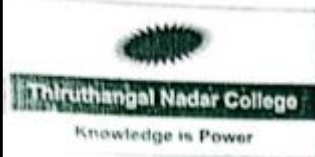| SNO	FILE NAME	YES	NO	REMARKS
59	Journal Subscription list	✓		
60	E-Journal Subscription list	✓		

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CRITERION V - STUDENT SUPPORT AND PROGRESSION

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 VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

SNO	FILE NAME	YES	NO	REMARKS
6B	Teachers – PDP/FDP/Orientation /Induction Programme, Refresher Course, Short Term Course (Proof)	✓		

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

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

Suggestion (If any):

1. Except the two files stated need all the
2. files are perfectly completed.
3. Mentor Mentee file need to be done.
4.
5.

Audited by: *Pd. Prabharcorem.*

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

4/1/24 & 13.1/24

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INTERNAL ACADEMIC AUDIT

DATE: 04·01·2024   DAY: TAURS DAY   TIME: 1·30 pm

DEPARTMENT: PG & RESEARCH DEPT. OF COMMERCE   AY: 2023-2024

CRITERION I - CURRICULAR ASPECTS

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		✓	Should be update
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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Selavayal, Chennai, Tamil Nadu, India

17	Department Newsletter	✔		
18	Department Meeting Register	✔		
19	Student Enrollment List (Roaster)	✔		
20	Work Distribution Chart	✔		Should be maintained New format
21	Student Grievance File	✔		
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		✔	No choice
26	Add-on/Certificate Programmes		✔	
27	Cross cutting Programmes Proof		✔	
28	Feedback File	✔		
29	Stock Register	✔		

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CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

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			On-Processes
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		✓	On-processes
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		✓	On-Processes

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CRITERION II - TEACHING-LEARNING AND EVALUATION

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 %	✓		
43	Student award		✓	

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

SNO	FILE NAME	YES	NO	REMARKS
59	Journal Subscription list	✓		Bills & Approve letter should be attached.
60	E-Journal Subscription list		✓	

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CRITERION V - STUDENT SUPPORT AND PROGRESSION

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 VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

SNO	FILE NAME	YES	NO	REMARKS
68	Teachers – PDP/FDP/Orientation /Induction Programme, Refresher Course, Short Term Course (Proof)	✓		

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

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

Suggestion (If any):

1. To Increase Best Practices

2. Mou Functional activities

3. Should be proceed Internship

4. Subscribe More journals (International / National)

5. To conduct More FDP & PDP Programs.

Audited by: Dr. A. Ambeth Raja.
                                A. Ames Ihr 18/01/2024
Name & Signature of the Staff (with Date & Department)

Head of the Department
PG Department of Computer Science
Thiruthangal Nadar College