

Internal Quality Assurance Cell (IQAC)

Guidelines for Academic and Internal Audit (March 2022)

The following guidelines should be followed while conducting the academic and internal audit. All the departments are asked to ensure the guidelines while preparing the documents.

Board of Studies

- BOS Members List
- Members Intimation Letter signed by Principal – First Time
- BOS Date Circular Letter signed by HoD – Every Meeting
- BOS Circular - Internal Revision
- Minute's Internal Revision – Minimum Three Sittings
- Attendance and Minutes of BOS
- Syllabus Copy
- **Courses focus on Employability / Entrepreneurship / Skill Development**
- **Percentage of syllabus revision**
- **New Courses Introduced**
- **Courses focus on Local / National / Regional / Global**
- **Elective Course list**
- **Cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics**

Academic Council/ Standing Committee on Academic Affairs

- Circular issued by Principal
- Minutes

DRM/ PRM

- DRM/ PRM Circular
- Attendance and Minutes
- PRM Two Times in a Year (August and February)
- DRM Every month in the year (no need at the time of PRM)

HoD Meeting Minutes (MoM)

- Circular with Signature of Faculty and HoD
- Minutes with Signature of Faculty and HoD

Workload

- Whole Syllabus (30 hours as per scheme)
- Concerned Department handling subjects
- Subject Preference
- Subject Allotment (As per format displayed on intranet)
- Interoffice Memo for allotting allied / language subjects

Time Table

- Class (As per format displayed on intranet)
- Individual Faculty (As per format displayed on intranet)
- Signature of Faculty, HoD and Principal (on first page)
- **Master Time Table**

Log Book

- Every Faculty keep separately
- Attendance Entry
- Class Test Marks
- CA Test Marks
- Assignment Marks
- Attendance Percentage
- Internal Marks
- Topic Covered (Planned and Executed Hours)
- Gaining and Losing Hours
- Subject Wise Closing Summary
- Summary of CA Test
- Remedial Measure
- HoD Signature

Student Record in Intranet

- All fields should be filled
- Photo - Student, Parents
- Signature - Student, Parents
- Mark Details - CA I, II, III and Semester with percentage of marks

- Attendance Percentage
- Class Advisor and HoD Signature
- Details of Extracurricular – Sports, Paper Presentation, Participation and Publication
- Details of Parents Visit with Signature of Parent and HoD
- Details last Studied

Attendance File

- ~~Class wise Monthly Attendance with Student Signature~~
- Consolidated Attendance with Student Signature (end of semester)

Internal Mark File

- Subject Wise (Parent department students only)
- Consolidated Internal Marks
- Signature of Subject Teacher, HoD and Principal

CA and Autonomous Result Analysis

- Subject wise Mark details
- Result Analysis (as per the Format displayed on Intranet)
- Signature of Class Advisor and HoD

Question Paper

- Maintained by Semester Wise
- CA Tests (I & II) Question Paper with COs
- Autonomous Question Paper

Lab Manuals

- Subject Wise – Paper Code, Paper Name, Name of Faculty, HoD and Principal Approval in Front Page
- Aim, Formula (if applicable), Procedure, Result – For Every Experiment

Course Plan

- Subject wise
Verify the following details -
- Overview
 - a. Objective of the Subject
 - b. Topics Covered
 - c. Applications
 - d. Trends
 - e. Job Opportunities

- Important Key Terms
- Assignments
- Text/Reference Books
- Website reference
- Signature of Faculty and HoD

Work Plan

- Subject wise (based on hours/ week)
- Per unit allocation as per the syllabus
- Faculty and HoD Signature

Circular File

- Internal (within the College)
- External (From Outside the College)
- Faculty and HoD Signature (if applicable)
- Circulated to all Classes – if Applicable

Parents Meeting/ Visitors Note

- Maintained Separately in the Form of Note
- Parent Signature
- Feed back if any

Alumni

- Permission Letter from Principal
- Agenda
- Minutes
- Feedback
- Photos
- **Details of alumni, contribution, and alumni meet**

Mentor

- Mentor Circular
- Mentor Mentee Allotment Details
- Mentor Sample Form
- Detailed Report

Placement

- Students data base (Soft copy/ Hard copy)
- Consolidated Report along with Company Placed

Faculty Publications - National/ International Conferences

- Consolidated Report (with KSR affiliation) along with Xerox Copy of Publications (Front page)

Research Proposals, National/ International Conferences

- Consolidated Report along with Xerox Copy of Research Proposals
- MoU and Consultancy details

Student Achievements

- Sports Achievements
- Inter and Intra collegiate meet
- Consolidated Report along with Xerox Copy of Certificates

Purchase File

- Proposal - Permission from Principal
- Comparative Statement with Quotations from Minimum Three Companies
- Approval from Chairman
- Purchase Order Copy
- Receive Invoice and Materials – Main Gate Stamp must
- Bill Passing Note – signed by Principal and AO
- Cheque/ DD Xerox copy

Stock Register

- Opening stock
- Purchase
- Issue/ Breakage
- Balance

Semester Budget

- As per norms (displayed on Intranet)

Semester Design

- As per norms (displayed on Intranet)

Association Activities / Guest Lecturer / FDP / Conference / Seminars/ Webinars

- Permission Letter from Principal
- Budget for Programme
- Resource Person Resume
- Invitation/ Broucher

- Feed Back – Both Resource Person and Students
- Expenses Details with Signature from Principal
- Summary
- **Members with objective and activities detail (year wise)**

Class Committee Meeting

- CCM circular to Class
- CCM Minutes with Signature of Students

Extension Activities

- Requisition Letter to School or Other Body
- Students List
- Details and Photos of Activities
- Appreciation Letter from School or Other Body
- Feedback
- Consolidated Report

Industrial Visit

- Permission from Principal
- Details of Places to be visited (Schedule)
- Name list of Students
- Parent's Permission Letter
- Agent or Bus Details
- Photos
- Feedback
- Summary

Project

- Guide Allotment List
- Project Review Schedule – Minimum Three
- Topic Allocation
- Review Dates Circular
- Review Marks with Student Signature
- Final Marks

Department Library (if available)

- Book details
- Issue register

R & D Details

- For M.Phil and Ph. D
 - ✓ List of Candidate Applied
 - ✓ Entrance Marks - University
 - ✓ List of Candidates Interviewed
 - ✓ Selected Candidates List
- Proposal Details by students

Value Added Course

- Course Circular
- Course Broucher
- Course Syllabus
- Name List of Students
- Course Plan
- Work Plan
- Attendance Sheet
- Topics Covered
- Mark statement
- Certificates

Advance Learners and Slow Learners.

- Circular for Entry Behavior Test (EBT)
- Entry Behavior Test Question Paper
- EBT Mark list with Slow Learners and Advanced Learners list
- Circular for Remedial Class
- Attendance for Slow Learners
- Schedule for Slip Test
- Mark Sheet and the Outcome (Report)

ICT

- ICT Tools used by Faculty (PPT, Videos, LCD Projector, Screen Shots of Google Classroom, Google Meet, Intranet etc.,)

Department Faculty Role and Responsibility

- Details of Faculty Role and Responsibility with HoD and Principal Sign

Financial Assistance -

For Publication

- Permission Letter
- Amount Received From Institute
- Journal Publication Proof

For Paper Presentation

- Requisition letter
- Certificate
- Financial support received-Voucher

FDP organized for Teaching and Non-Teaching Staff

- Permission Letter/ Circular
- Programme Invitation
- Attendance Sheet
- Feedback
- Photos
- Report

Fee Concession, Scholarship and fellowship details

- Fee Concession Request Letter, Award Letter for Scholarship and Fellowship

Higher Education/ Govt. Examinations passed/attended detail

- Id Card/Provisional/Bonafide/Convocation
- Evidence for Govt. state/ national/ international level examinations passed/attended by the student
- Hall Ticket and Pass Certificated for TNPSC, TRB, Civil Service, TET, SET, NET

Co-ordinators
(Academic Audit)
Dr.K.Visvanathan
Dr.A.Kathirvel

Principal

Last Update: 29-03-2022