

## A.D.M COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM

### Report on Internal Academic Audit held at Internal Quality Assurance Cell (IQAC) on 28.06.2022

#### Audit Committee Members:

- The Principal, Controller of Examination and Advisor.

#### Objectives:

- To review the Overall functioning of IQAC and assess the performance during the last five years (2017-2022)
- To check and verify records as per the UGC Autonomous Committee norms and guidelines.

S.No.	OBSERVATION	SUGGESTION
1	Documents and copies of the minutes with the action taken reports for Governing Body, Academic Council and College Committee are verified and found correct.	Nil
2	AQAR reports submitted to NAAC for the 4 academic years (2017-18 to 2020-21) are verified and found correct.	Nil
3	AISHE reports are verified and found correct for 2019-2020.	IQAC coordinators are advised to collect the AISHE reports from Dr.K.Arul Mary Joyce who has uploaded the same in the previous years.
4	NIRF certificates for 4 years are found except for 2018.	NIRF reports for 2018 must be obtained from Dr.K.Arul Mary Joyce immediately and the prepared documents for the last five years must be filed perfectly for future reference.
5	Minutes of IQAC meetings and action taken are maintained properly for the last five years.	IQAC coordinators are advised to monitor the updating of website uploading. Requested to upload the minutes till date. (2021-22) immediately.
6	Constitution of IQAC Members list 2017 – 2022 with core committee members signature are verified.	Coordinators are advised to maintain a record (file) of evidence for the IQAC external members for the last five years.

7	Newsletters for the last five years (2017 – 2022) are verified.	Newsletter for the period of 2020-21 and 2021-22 must be obtained from the Newsletter committee immediately.
8	Quality Initiatives of IQAC are verified and abstracts of the activities are tabled and found correct.	Advised to prepare the details year wise with the supportive documents for the abstract given.
9	UGC Schemes and Grants Received 2017 – 2022 and other proposals to funding agencies (FIST, STAR, CURRIE, TANSCH) are verified	Nil
10	Feedback reports are not tabled.	Feedback reports – both Online and manual must be obtained from the department of Statistics and Computer Science for the 5 years period immediately and presented to Principal within 10 days by the coordinators of IQAC.
11	Documentations of All Activities / Gallery are not tabled.	Advised to categorize the activities and prepare the report within a week duration (on or before 7 <sup>th</sup> July)
12	Conduct of FDP, Orientation, Refresher, Short-term and others for 2017 -2022 are verified.	Nil
13	Conduct of FDP, Orientation, Skill Development, Short-term and others for non-teaching staff are verified.	Advised to prepare separate report for the Non teaching programmes for the 5 years period.
14	Conduct of Students Development, Progress and supportive Programme 2017 -2022 are not tabled.	Coordinators are advised to prepare a detailed document in a tabulation format, referring the data from Criteria 5 for the last five years.
15	Conduct of Annual Stock Verification and Maintenance of Asset Register up to 2022 are not tabled.	Advised to collect the details from the office staff in charge of stock verification.
16	Evaluation Reports of All Departments (Documents, Register, all files Internal Academic Audit)	To be found from IQAC and Office Superintendent and submit for 5 years.
17	Academic Audit – Internal, External and University - checked and verified	Coordinators are advised to maintain a record (file) of evidence for the IQAC external members for the last five years.
18	Administrative Audit – Management, Internal and JDC	To be found from IQAC and Office Superintendent and submit for 5 years

19	Seminars organized, Seminars attended and paper presentations are verified and found correct.	Nil
20	Research and Development Cell (R & D) activities and promotion of research, research publications - Verified and found correct	Nil
21	Development of E-Modules and Study material progress up to 2022	Advised to get the details from Dr.R.Priscilla, Secretary, ASC
22	Academic Calendar, handbook / calendar, college magazine, annual reports – 2017 to 2022 are available	Advised to collect the Department calendar from all the departments.
23	Alumni meet details 2017 – 2022: not tabled	Advised to present the abstract and details of the programme and meetings
24	PTA meet details 2017 – 2022: not tabled	Advised to present the abstract and details of the programme and meetings
25	Planning and Evaluation Committee details verified and found to be correct.	Neatly presented
26	All work load and Time table – 2017 to 2022: Available	Advised to re-work the presentation which must give a clear picture about the distribution of workload, department wise.
27	e Academic Diary – Reports – 2017 to 2022 (Sample from each Department) – found correct	Nil

**Principal**

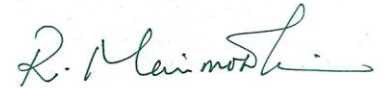
**: Dr.R.Anbuselvi**

**A.D.M College for Women (Autonomous)**

**Internal Quality Assurance Cell (IQAC)**

**Internal Academic Audit - Action taken report**

- AISHE reports and NIRF reports for 2017-18 & 2018-19 were collected.
- Minutes of meeting (2021-22) was sent to the website coordinator for uploading in college website.
- Record (file) of evidence for the IQAC external members for the last five years is being prepared.
- Newsletters were collected for all five years.
- Supportive documents for the abstract given in Quality initiatives taken by IQAC is being prepared.
- Feedback reports – both Online and manual was documented.
- Circular was sent to all departments to submit the Department activities. Abstract is prepared for the gallery.
- Separate report for the Non teaching Faculty Development programmes is prepared.
- Student development progress and supportive Programme is tabulated. Documentation is in process.
- The details from the office - stock verification for five years is obtained from the Office.
- IQAC requested Office Superintendent to give the copy of Administrative Audit done by Management, Internal and JDC .
- Abstract for Development of E-Modules and Study material progress up to 2022 is tabulated.
- Department wise Academic calendar is collected and documented.
- The abstract and details of the Alumni and PTA meetings are collected. The consolidation is under process.
- The overall workload and timetable from the year 2017-18 to 2021-22 is collected and the preparation of consolidation report is under process.



**Dr.R.Manimozhi**  
**IQAC Coordinator**