



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Affiliated to Bharathidasan University

Recognized by UGC under Section 2(f) & 12(B)

ISO 9001:2015 Certified Institution

K.Sathanur, Tiruchirappalli -620 021.

Date: 14.08.2024

Internal Quality Assurance Cell

Internal Audit Circular

- There will be an internal audit for all departments on 17th August 2024. So all are requested to be ready with their respective data in terms of quality for the academic year 2023-2024.

S.No	Name of the Staff	Auditing Department	Signature
1	Dr.M.Munafur Hussaina (Head CS)	Commerce	<i>[Signature]</i>
2	Mrs.Meena Mahadevan (Assistant Prof)	Arabic,Tamil French	<i>[Signature]</i>
3	Mrs.B.Fahameda Thabaseem (Head BCA)	English	<i>[Signature]</i>
4	Mrs.C.Priya (Head Maths)	BBA	<i>[Signature]</i>
5	Ms.Nasreen Banu	Commerce(CA)	<i>[Signature]</i>
6	Dr.N.Fiverose(Head BBA)	CA	<i>[Signature]</i>
7	Ms.A.Pappa (Assistant Prof)	CS	<i>[Signature]</i>
8	Dr.S.Kanagasundari	Maths	<i>[Signature]</i>
9	Dr.K.Kalpana(Head Com-CA)	N&D	<i>[Signature]</i>
10	Ms.M.Jasmine Uhanitha(Head N&D)	Physics	<i>[Signature]</i>
11	Ms.G.Revathi(Head Commerce)	AFT	<i>[Signature]</i>
12	Dr.B.Sathya(Head Tamil)	Psy	<i>[Signature]</i>

[Signature]
17/08/2024

IQAC Coordinator
IQAC COORDINATOR
AIMAN COLLEGE OF ARTS &
SCIENCE FOR WOMEN
TIRUCHIRAPPALLI-620 021.

[Signature]
B. Nair

PRINCIPAL
PRINCIPAL
AIMAN COLLEGE OF ARTS AND
SCIENCE FOR WOMEN,
TIRUCHIRAPPALLI-620 021



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Department : ARABIC/TAMIL		
Name and Designation of the Auditor MAENAMAHADEVAN DEPT. OF ENGLISH.		Date : 17.08.24
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	NIL
	Programme outcomes, Programme Specific Outcomes, Course	NIL
2	Work load & Timetable	✓
3	Log book	✓
4	Mentor-Mentee	NIL
5	Academic Calendar/Semester Plan	
6	Department Staff Meeting	Get it from
7	Courses	NIL
8	Field Work/ Project & Internship	NIL
9	Feedback	NIL
10	CCM	NIL
11	Subject Code-Galley, Nominal Roll, Attendance	NIL
Notebook	Biodata register	NIL
12	Exam Timetable - CIA, Model, Semester	NIL
13	Internal Assessment (IA)/Practical	NIL
14	Result Analysis - CIA, Model, Semester	✓
Notebook	Slow, Medium Advanced Learners- Remedial Class	NIL
15	Instant Exam, Revaluation, Transparency	NIL
16	University Rank Holders	NIL
17	Seminars/Conferences (Association Activities)	V. Good
	Industrial Visit & Educational Tour	NIL
18	Publications, Research papers/articles/book chapters/Faculty	NIL
19	Collaborative Activities/MoUs (Khan-Soft) Women Studies	TQAC
20	Infrastructure Facilities	
21	Higher Studies/Placement etc.,- outgone	NIL
22	Distinguished Alumnae	NIL
23	Students' Achievements	NIL
24	PTA	NIL
25	Naan Mudhalvan Course	NIL
Binding	Faculty profile	Good

ARABIC

✓

NIL

NIL

✓

✓

NIL

Get it from Faculty

NIL

NIL

NIL

NIL

NIL (Log book)

NIL

NIL

NIL (Log Book)

✓

NIL

NIL

NIL

Good V

NIL

NIL

crit-3

NIL

NIL

NIL

NIL

NIL

Good

Good

Signature of the Auditor:
Maenama Devan 20/08/24



**AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN
TIRUCHIRAPPALLI-21**

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Department : <u>French</u>		Date : <u>17/8/24</u>
Name and Designation of the Auditor <u>Mrs. Meena Mahadevan.</u>		
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	✓
	Programme outcomes, Programme Specific Outcomes, Course Outcomes (PO, PSO, CO)	✓
2	Work load & Timetable	✓
3	Log book	✓
4	Mentor-Mentee	✓
5	Academic Calendar/Semester Plan	✓
6	Department Staff Meeting	✓
7	Add-on/Value added/Certificate Courses/SWAYAM - NPTEL Courses	✓
8	Field Work/ Project & Internship	✓
9	Feedback	✓
10	CCM	✓
11	Subject Code-Galley, Nominal Roll, Attendance	✓
Notebook	Biodata register	✓
12	Exam Timetable - CIA, Model, Semester	✓
13	Internal Assessment (IA)/Practical	✓
14	Result Analysis - CIA, Model, Semester	✓
Notebook	Slow, Medium Advanced Learners- Remedial Class	✓
15	Instant Exam, Revaluation, Transparency	✓
16	University Rank Holders	✓
17	Seminars/Conferences (Association Activities)	✓
	Industrial Visit & Educational Tour	✓
18	Publications, Research papers/articles/book chapters/Faculty participation in FDP/MDP/PDP etc.,	✓
19	Collaborative Activities/MoUs	✓
20	Infrastructure Facilities	✓
21	Higher Studies/Placement etc.,- outgone	✓
22	Distinguished Alumnae	✓
23	Students' Achievements	✓
24	PTA	✓
25	Naan Mudhalvan Course	✓
Binding	Faculty profile	✓

Meena Mahadevan
Signature of the Auditor:



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN
TIRUCHIRAPPALLI-21
Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Department : PG Department of English.		Date :
Name and Designation of the Auditor Mrs. B. Fahmeda Thabaseem. Head, Dept. of B.C.A.,		17/08/24
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	✓
	Programme outcomes, Programme Specific Outcomes, Course Outcomes (PO, PSO, CO)	✓
2	Work load & Timetable	Separate UG/PG
3	Log book	✓
4	Mentor-Mentee	✓
5	Academic Calendar/Semester Plan	✓
6	Department Staff Meeting	✓
7	Add-on/Value added/Certificate Courses/SWAYAM - NPTEL Courses	✓
8	Field Work/ Project & Internship	✓
9	Feedback	✓
10	CCM	✓
11	Subject Code-Galley, Nominal Roll, Attendance	✓
Notebook	Biodata register	✓
12	Exam Timetable - CIA, Model, Semester	Separate UG/PG
13	Internal Assessment (IA)/Practical	"
14	Result Analysis - CIA, Model, Semester	"
Notebook	Slow, Medium Advanced Learners- Remedial Class	✓
15	Instant Exam, Revaluation, Transparency	✓
16	University Rank Holders	✓
17	Seminars/Conferences (Association Activities)	✓
	Industrial Visit & Educational Tour	✓
18	Publications, Research papers/articles/book chapters/Faculty participation in FDP/MDP/PDP etc.,	✓
19	Collaborative Activities/MoUs	✓
20	Infrastructure Facilities	✓
21	Higher Studies/Placement etc.,- outgone	✓
22	Distinguished Alumnae	✓
23	Students' Achievements	✓
24	PTA	✓
25	Naan Mudhalvan Course	✓
Binding	Faculty profile	✓

Signature of the Auditor: *B. Fahmeda Thabaseem*
 17/08/2024

Remarks: UG & PG
 Separate file to be maintained.



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Department : BBA		
Name and Designation of the Auditor Mrs. C. Priya		Date : 17/8/24
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	Missing
	Programme outcomes, Programme Specific Outcomes, Course	Process (16 onwards PO, CO)
2	Work load & Timetable	✓
3	Log book	18-19, 19-20 - missing
4	Mentor-Mentee	18-21 Under Process
5	Academic Calendar/Semester Plan	✓
6	Department Staff Meeting	NIL
7	Courses - Add on course, certificate course	-
8	Field Work/ Project & Internship	✓
9	Feedback	✓
10	CCM	18-19, 19-20 data is available
11	Subject Code-Galley, Nominal Roll, Attendance	Subject code Galley, Nominal Roll (-)
Notebook	Biodata register	✓
12	Exam Timetable - CIA, Model, Semester	✓
13	Internal Assessment (IA)/Practical	- / Practical file complete
14	Result Analysis - CIA, Model, Semester	✓
Notebook	Slow, Medium Advanced Learners- Remedial Class	22-23 data is missing
15	Instant Exam, Revaluation, Transparency	✓
16	University Rank Holders	✓
17	Seminars/Conferences (Association Activities)	✓
	Industrial Visit & Educational Tour	✓
18	Publications, Research papers/articles/book chapters/Faculty	Mounting separate file
19	Collaborative Activities/MoUs	✓
20	Infrastructure Facilities	23-24 data available
21	Higher Studies/Placement etc.,- outgone	Higher education supporting document under process
22	Distinguished Alumnae	-
23	Students' Achievements	Process
24	PTA	18-19 & 22-23 data only available
25	Naan Mudhalvan Course	✓
Binding	Faculty profile	Process

Signature of the Auditor:



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Review - 1

Commerce

Department : <u>Commerce</u>		
Name and Designation of the Auditor <u>Dr. N. Munaf Hussain</u>		Date : <u>17/08/24</u>
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	✓
	Programme outcomes, Programme Specific Outcomes, Course	
2	Work load & Timetable	Rearrange needed
3	Log book	✓ 20-21 not shown
4	Mentor-Mentee	
5	Academic Calendar/Semester Plan	pending
6	Department Staff Meeting	
7	Courses (Add-on)	Pending
8	Field Work/ Project & Internship	
9	Feedback	Pending
10	CCM	pending
11	Subject Code-Galley, Nominal Roll, Attendance	pending (rearrange)
Notebook	Biodata register	
12	Exam Timetable - CIA, Model, Semester - 2018 - CIA-II	Pending
13	Internal Assessment (IA)/Practical	
14	Result Analysis - CIA, Model, Semester	
Notebook	Slow, Medium Advanced Learners- Remedial Class	
15	Instant Exam, Revaluation, Transparency	
16	University Rank Holders	
17	Seminars/Conferences (Association Activities)	need rearrange needed
	Industrial Visit & Educational Tour	
18	Publications, Research papers/articles/book chapters/Faculty	
19	Collaborative Activities/MoUs	
20	Infrastructure Facilities	
21	Higher Studies/Placement etc.,- outgone	
22	Distinguished Alumnae	
23	Students' Achievements	
24	PTA	
25	Naan Mudhalvan Course	
Binding	Faculty profile	

Signature of the Auditor:

N. Munaf Hussain
17/8/24

practical - needed earlier, 21-18 Pending

1. NME - I
Personal Invest.

2. Elements of Insurance

NME - II

1. GL
2. Acc
3. salesmanship

MBE - I
HR - to be replace

MBE - II
ED - to be removed

SBE - I - 16 & 17 onwards
SBE - II "

Mentor-mentee

Re arrange ment needed

CCM

Re arrangement needed

Result Analysis - 2019-20 & 20-21

Cross verification needed



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

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Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Co

(2023-2024)

Department : <u>Commerce (Computer Application)</u>		
Name and Designation of the Auditor <u>Ms. T. Narsimhan Bama</u>		Date : <u>17/08/2024</u>
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II) ✓	<u>Part IV</u>
	Part V - VE/SSD/GS/EVS/PE	
	Programme outcomes, Programme Specific Outcomes, Course ✓	✓
2	Work load & Timetable ✓	✓
3	Log book	<u>Process</u>
4	Mentor-Mentee ✓	
5	Academic Calendar/Semester Plan	✓
6	Department Staff Meeting	✓
(7)	Courses	
8	Field Work/ Project & Internship +	—
9	Feedback	—
10	CCM (2023-2024) ✓	✓
11	Subject Code-Galley, Nominal Roll, Attendance	✓
Notebook	Biodata register ✓	✓
12	Exam Timetable - CIA, Model, Semester ✓	✓
13	Internal Assessment (IA)/Practical ✓	✓
14	Result Analysis - CIA, Model, Semester ✓	✓
Notebook	Slow, Medium Advanced Learners- Remedial Class	✓
15	Instant Exam, Revaluation, Transparency	<u>Process</u>
16	University Rank Holders	—
17	Seminars/Conferences (Association Activities) ✓	
	Industrial Visit & Educational Tour ✓	✓ 3
18	Publications, Research papers/articles/book chapters/Faculty	—
19	Collaborative Activities/MoUs ✓	1
20	Infrastructure Facilities	<u>Process</u>
21	Higher Studies/Placement etc., - outgone	—
22	Distinguished Alumnae	—
23	Students' Achievements ✓	
24	PTA ✓	
25	Naan Mudhalvan Course ✓	<u>Binding</u> <u>University Portal</u>
Binding	Faculty profile	<u>Process</u>

T. Narsimhan Bama
17/08/2024
Signature of the Auditor:



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

CS (UG & PG)

Internal Audit Report (2023-2024)

Department : PG Department of computer science .		
Name and Designation of the Auditor Mrs. A. Pappa		Date : 17.8.24
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	missing
	Programme outcomes, Programme Specific Outcomes, Course	✓
2	Work load & Timetable	✓
3	Log book	✓
4	Mentor-Mentee	✓
5	Academic Calendar/Semester Plan	Process
6	Department Staff Meeting	Process
7	Courses	Process
8	Field Work/ Project & Internship	✓
9	Feedback 1 year	✓
10	CCM	✓
11	Subject Code-Galley, Nominal Roll, Attendance	Process
Notebook	Biodata register	Process
12	Exam Timetable - CIA, Model, Semester	Process
13	Internal Assessment (IA)/Practical	✓
14	Result Analysis - CIA, Model, Semester	✓
Notebook	Slow, Medium Advanced Learners- Remedial Class	Not yet
15	Instant Exam, Revaluation, Transparency	✓
16	University Rank Holders	Process
17	Seminars/Conferences (Association Activities)	✓
	Industrial Visit & Educational Tour	✓
18	Publications, Research papers/articles/book chapters/Faculty	Not yet
19	Collaborative Activities/MoUs	✓
20	Infrastructure Facilities	Not yet
21	Higher Studies/Placement etc.,- outgone	Not yet
22	Distinguished Alumnae	Not yet
23	Students' Achievements	✓
24	PTA	Not yet
25	Naan Mudhalvan Course	✓
Binding	Faculty profile	Not yet

Signature of the Auditor:



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

BCA

Department : Department of Computer Applications		
Name and Designation of the Auditor		Date :
Dr. N. Fivease		17/08/24
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	✓
	Programme outcomes, Programme Specific Outcomes, Course	Completed
2	Work load & Timetable	2018-19 CI & TT missing
3	Log book	Incomplete
4	Mentor-Mentee	Incomplete
5	Academic Calendar/Semester Plan	No file
6	Department Staff Meeting	No file
7	Courses	Data not available
8	Field Work/ Project & Internship	2023-24 data only available
9	Feedback	Incomplete
10	CCM	Completed
11	Subject Code-Galley, Nominal Roll, Attendance	Data available only till Apr 22 onwards
Notebook	Biodata register	2019, 2021 batch incomplete
12	Exam Timetable - CIA, Model, Semester	2018-19 TT missing & 22-23 Semester missing
13	Internal Assessment (IA)/Practical	2019-20 EVEN & 2018-19 (odd & EVEN) missing
14	Result Analysis - CIA, Model, Semester	Incomplete
Notebook	Slow, Medium Advanced Learners-Remedial Class	Incomplete
15	Instant Exam, Revaluation, Transparency	Completed
16	University Rank Holders	file available No file
17	Seminars/Conferences (Association Activities)	2021 onwards
	Industrial Visit & Educational Tour	2023-2024 Available
18	Publications, Research papers/articles/book chapters/Faculty	Incomplete
19	Collaborative Activities/MoUs	✓ complete
20	Infrastructure Facilities	No file
21	Higher Studies/Placement etc.,- outgone	Incomplete
22	Distinguished Alumnae	No file
23	Students' Achievements	Incomplete
24	PTA	Incomplete (23-24 odd & even) Available
25	Naan Mudhalvan Course	- Incomplete
Binding	Faculty profile	- Incomplete

Signature

Signature of the Auditor:



Internal Audit Report (2023-2024)

Department : <u>B.A. Department of ESMD</u>		
Name and Designation of the Auditor <u>Dr. K. KALPANA</u> <u>Asst. Prof. & Head Kalpana</u>		Date : <u>17/08/24</u>
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	
	Part V - VE/SSD/GS/EVS/PE	✓
	Programme outcomes, Programme Specific Outcomes, Course	✓
2	Work load & Timetable	Sign not available in many places
3	Log book	✓
4	Mentor-Mentee	need to take print out
5	Academic Calendar/Semester Plan	not seen
6	Department Staff Meeting	one year available
7	Courses <u>(Add)</u>	?
8	Field Work/ Project & Internship	✓
9	Feedback	Process
10	CCM	22-23 available
11	Subject Code-Galley, Nominal Roll, Attendance	One year available
Notebook	Biodata register	2018 missing
12	Exam Timetable - CIA, Model, Semester	Some test missing
13	Internal Assessment (IA)/Practical	Process
14	Result Analysis - CIA, Model, Semester	Some document needed
Notebook	Slow, Medium Advanced Learners- Remedial Class	Waiting for format-2
15	Instant Exam, Revaluation, Transparency	2024 available up to transparency
16	University Rank Holders	19-22 missing
17	Seminars/Conferences (Association Activities)	Process
	Industrial Visit & Educational Tour	Process
18	Publications, Research papers/articles/book chapters/Faculty	-
19	Collaborative Activities/MoUs	✓
20	Infrastructure Facilities	Process
21	Higher Studies/Placement etc.,- outgone	need to take print out
22	Distinguished Alumnae	not available
23	Students' Achievements	need to take Xerox
24	PTA	2017-18, 2018-19, 2019-20 available
25	Naan Mudhalvan Course	Process
Binding	Faculty profile	Process

Signature of the Auditor:



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Review - 1

Department : <u>Apparel and Fashion Technology</u>		
Name and Designation of the Auditor <u>G. REVATHI.</u> <u>Head & Asst. Prof. Dept. of Com</u>		Date : <u>17.08.24</u>
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	
	Programme outcomes, Programme Specific Outcomes, Course	
2	Work load & Timetable	✓
3	Log book <u>18-19</u>	✓
4	Mentor-Mentee <u>22-23</u>	✓
5	Academic Calendar/Semester Plan	
6	Department Staff Meeting	
7	Courses	
8	Field Work/ Project & Internship <u>Spiral</u>	✓
9	Feedback	
10	CCM <u>22-23</u>	<u>000/50</u>
11	Subject Code-Galley, Nominal Roll, Attendance <u>Reg</u>	✓
Notebook	Biodata register	✓
12	Exam Timetable - CIA, Model, Semester	✓
13	Internal Assessment (IA)/Practical	✓
14	Result Analysis - CIA, Model, Semester	✓
Notebook	Slow, Medium Advanced Learners- Remedial Class	
15	Instant Exam, Revaluation, Transparency	X
16	University Rank Holders	✓
17	Seminars/Conferences (Association Activities)	✓
	Industrial Visit & Educational Tour	✓
18	Publications, Research papers/articles/book chapters/Faculty	
19	Collaborative Activities/MoUs	✓
20	Infrastructure Facilities	X
21	Higher Studies/Placement etc., - outgone	X
22	Distinguished Alumnae	X
23	Students' Achievements <u>/ Performance</u>	✓
24	PTA	✓
25	Naan Mudhalvan Course	✓
Binding	Faculty profile	

Signature of the Auditor:

28/11/24

20 - 11
19 - 11
CB 18 - I

CB 19 - I

CB 18 - II

CB

CB 18 - I

CB 18 - II

CB 19 - I

CB 18 - II

CB 19 - II

CB 20 - I

CB 19 - II

CB 20 - II

CB 21 - I

CB 20 - II

CB 21 - II

CB 22 - I

CB 21 - II

CB 22 - II

CB 23 - I

CB 22 - II

CB 23 - II

CB 24 - I

4. 18
D-18
75-36



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Department : <u>Maths</u>		
Name and Designation of the Auditor <u>Dr. S. Kanaga Sundari</u> <u>Librarian & Head of LIS</u>		Date : <u>17.08.24</u>
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	✓
	Programme outcomes, Programme Specific Outcomes, Course	
2	Work load & Timetable	✓
3	Log book	✓
4	Mentor-Mentee	one yr completed 4 yrs pending
5	Academic Calendar/Semester Plan	Pending
6	Department Staff Meeting	✓
7	Courses	✓
8	Field Work/ Project & Internship	✓
9	Feedback	Pappa man
10	CCM	2018-19, 19-20, 20-21, 2022-23 only completed
11	Subject Code-Galley, Nominal Roll, Attendance	✓
Notebook	Biodata register	✓
12	Exam Timetable - CIA, Model, Semester	✓
13	Internal Assessment (IA)/Practical	✓
14	Result Analysis - CIA, Model, Semester	✓
Notebook	Slow, Medium Advanced Learners- Remedial Class	
15	Instant Exam, Revaluation, Transparency	✓
16	University Rank Holders	✓
17	Seminars/Conferences (Association Activities)	✓
	Industrial Visit & Educational Tour	
18	Publications, Research papers/articles/book chapters/Faculty	✓
19	Collaborative Activities/MoUs	NIL
20	Infrastructure Facilities (Librarian)	✓
21	Higher Studies/Placement etc.,- outgone	✓
22	Distinguished Alumnae	✓
23	Students' Achievements	✓
24	PTA	✓
25	Naan Mudhalvan Course	Separate file maintain
Binding	Faculty profile	Not Ready

S. Kanaga Sundari
Signature of the Auditor:



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

Department : <i>Physics</i>		
Name and Designation of the Auditor <i>Mrs. M. Jasnien Khamtha.</i>		Date : <i>17/8/2024</i>
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	
	Programme outcomes, Programme Specific Outcomes, Course	✓
2	Work load & Timetable	
3	Log book	
4	Mentor-Mentee	
5	Academic Calendar/Semester Plan	
6	Department Staff Meeting	
7	Courses	
8	Field Work/ Project & Internship	
9	Feedback	
10	CCM	
11	Subject Code-Galley, Nominal Roll, Attendance	
Notebook	Biodata register	
12	Exam Timetable - CIA, Model, Semester	
13	Internal Assessment (IA)/Practical	
14	Result Analysis - CIA, Model, Semester	
Notebook	Slow, Medium Advanced Learners- Remedial Class	
15	Instant Exam, Revaluation, Transparency	
16	University Rank Holders	
17	Seminars/Conferences (Association Activities)	
	Industrial Visit & Educational Tour	
18	Publications, Research papers/articles/book chapters/Faculty	
19	Collaborative Activities/MoUs	✓
20	Infrastructure Facilities	
21	Higher Studies/Placement etc.,- outgone	
22	Distinguished Alumnae	
23	Students' Achievements	
24	PTA	
25	Naan Mudhalvan Course	
Binding	Faculty profile	

Signature of the Auditor:

Jasnien Khamtha

① Syllabus - 2016 ✓ 2022 ✗ 17-18
 Part V - - ✗
 PO/PSO - - ✓

② Work Load & TT.

2024 - W.P W.A W.L C.T S.T M.T - To be checked.
 - Not filed

3. Log Book

4. Mentor - Mentee - 2023-24 ✓ 2022-23 -

5. Academic Calendars - Not yet from office.

6. Dept staff meeting - No file.

7. Add-on course - File to be given from criteria 01

8. Field work → " ①

9. Feedback → For 5 years - To prepare

10. CEM
 23-24
 I II III I II III
 x ✓ ✓ ✓ ✓ ✓

22-23. To be ordered. 17-18 APR 18 ✓ ✓ -
 NOV 17 ✓ - -

11. Nominal
 23-24 - APRIL 2024 ✓ ✓
 NOV 2023 ✓ ✓

22-23 APR 2023 I II III
 ✓ ✓ ✓

NOV 2022 -X -X -

21-22 APR 2022 ✓ ✓ ✓
 NOV 2021 ✓ ✓ ✓

20-21 APR 2021 ✓ ✓ -
 NOV 2020 X X → Covid.

19-20 APR 2020 ✓ ✓ ✓
 NOV 19 ✓ ✓ ✓

18-19 APR 19 ✓ ✓ -
 NOV 18 ✓ ✓ -

11 CODE Galley →

23-24 APRIL 2024 -
NOV 2023 -

✓ ✓

11 Attendance :

2023-2024 APRIL - 2024
NOV - 2023

- To be ordered

Bio data register :

2017-2020 - 1
18-2021 - 1
19-2022 - 1
20-2023 - 1
21-2024 - 1

5 reg pending 6th sem marks

12 CIA TT - To be ordered year wise

13 IA - For 5 years -

14. Result Analysis

2023-24

APRIL 2024 -
NOV 2023 -

1 11 111
- - x x
- - ✓ ✓

} To be checked.

15. Instant / Revaluation / Transparency. - File is there
Order → Result copy

16. UNIVERSITY RANK HOLDER - Pending

2019-2022 - 2

17. ASSO FILE

2023-2024
2022-2023

} To be ordered.



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Trichy

Internal Quality Assurance Cell

Internal Audit Report (2023-2024)

psychology -

Department : Psychology.		
Name and Designation of the Auditor Dr. S. SATHYA. ASST Prof & Head.		Date : 17/08/24
File No.	Name of the file	Remarks
1	Syllabus (Except Part I & II)	✓
	Part V - VE/SSD/GS/EVS/PE	✓
	Programme outcomes, Programme Specific Outcomes, Course	✓
2	Work load & Timetable	✓
3	Log book	add sem Log book Even sem Log book
4	Mentor-Mentee	✓
5	Academic Calendar/Semester Plan	Not yet
6	Department Staff Meeting	Not yet
7	Courses Add on course / certificate course - SWAYAM, NPTEL	✓
8	Field Work/ Project & Internship	NIL
9	Feedback	NIL
10	CCM	✓
11	Subject Code-Galley, Nominal Roll, Attendance	✓
Notebook	Biodata register	Not binding
12	Exam Timetable - CIA, Model, Semester	✓
13	Internal Assessment (IA)/Practical	✓
14	Result Analysis - CIA, Model, Semester	✓
Notebook	Slow, Medium Advanced Learners- Remedial Class	NIL
15	Instant Exam, Revaluation, Transparency	✓
16	University Rank Holders	NIL
17	Seminars/Conferences (Association Activities)	✓
	Industrial Visit & Educational Tour	✓
18	Publications, Research papers/articles/book chapters/Faculty	Incomplete
19	Collaborative Activities/MoUs	✓
20	Infrastructure Facilities	NIL
21	Higher Studies/Placement etc.,- outgone	NIL
22	Distinguished Alumnae	NIL
23	Students' Achievements	only soft copy
24	PTA	✓
25	Naan Mudhalvan Course	✓
Binding	Faculty profile	Not Pinding

Signature of the Auditor:
17/08/24