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SRI KRISHNA ARTS AND SCIENCE COLLEGE
(Autonomous)
COIMBATORE - 641 008

INTERNAL AUDIT REPORT

Period: Even Semester 2018-19

Audit Dates: 05th to 10th April 2019

Department	Auditor	Comments
Computer Science	Dr. N. Sumathy	Positive Observations • All records are properly maintained Remarks • Care should be taken in maintaining the documents
Computer Science & Applications	Dr. K. Sambath	Positive Observation • All records are properly maintained
Commerce BI & RM	Dr. A. Alagarsamy	Positive Observation • All records and procedures are properly maintained
Mathematics	Mr. P. Rajan	Positive Observation • All records are properly maintained • Exam related records is maintained both in hard and soft copy as per ISO format
Information Technology	Dr. S. Anbumalar	Positive Observation • All records are properly maintained
Commerce IT & E-com	Dr. K.S. JeenMarseline	Positive Observations All reports are maintained
English	Prof. C. Sunitha	Positive Observations • Documents properly maintained Remarks • Feedback to be collected before the conduct of BOS
Computer Technology	Dr. M. Shanthana Lakshmi	Positive Observations • All reports are maintained
Catering Science & Hotel Management	Mrs. S. Geetha Margret	Positive Observations • All reports are maintained

Languages	Dr. S. Saraswathy	Positive Observations <ul style="list-style-type: none"> Documents properly maintained Remarks <ul style="list-style-type: none"> Feedback to be collected for curriculum framework
Commerce	Prof. D. Maheswari	Positive Observations <ul style="list-style-type: none"> All academic records are maintained Remarks <ul style="list-style-type: none"> AC02 was not maintained in Proper format
Bio-Sciences	Prof. C. Julian GnanaDhas	Positive Observation <p>All records are properly maintained</p>
Software Systems	Dr. J. Vijimol	Positive Observations <ul style="list-style-type: none"> Class files maintained properly Project files maintained systematically Placement records neatly maintained
BBA & ISM	Dr. M. Shanthana Lakshmi	Positive Observations <ul style="list-style-type: none"> Department website is created and updated periodically. Remarks <ul style="list-style-type: none"> Manual binding not done
Commerce BPS & CM	Dr. K. Sambath	Positive Observation <ul style="list-style-type: none"> All records are properly maintained Review and updation are done properly at regular interval
Commerce CA & BA	Dr. S. Saraswathy	Positive Observation <ul style="list-style-type: none"> Documents are properly maintained Remarks <ul style="list-style-type: none"> Minor corrections were observed and reported
Commerce PA	Mr. P. Rajan	Positive Observations <ul style="list-style-type: none"> All records are maintained along with certificate copy Event registers are maintained with evidences Tutorial records are maintained Periodical counseling are given to students
Computer Applications	Dr. S. Kowsalya	Positive Observation <ul style="list-style-type: none"> All records are properly maintained Objectives framed and target

		achieved towards paper publication and placements
Physical Education	Mrs. R. Lalitha	Positive Observations <ul style="list-style-type: none"> All records are maintained along with certificate copy Bills maintained Overall stock balance and stock in hand maintained
Library	Dr. T. Veeramanikandasamy	Positive Observations <ul style="list-style-type: none"> Accession Register maintained properly E-books available for download
Office	Mrs. D. Shobana	Positive Observation <ul style="list-style-type: none"> All records are properly maintained
Commerce AF	Dr. S. Kowsalya	Positive Observation <ul style="list-style-type: none"> All the academic documents are maintained properly
Tourism and Travel Management	Dr. J. Vijimol	Positive Observations <ul style="list-style-type: none"> Tutorial Records are maintained properly Remarks <ul style="list-style-type: none"> Documents are not properly filed AC05 - HoD signature missing in Tourism and Travel Geography subject Event register is not maintained CDC file is not maintained
Electronics and Communication Systems	Prof. J. Vasanth Nirmal Bosco	Positive Observation <ul style="list-style-type: none"> All records are properly maintained
Costume Design and Fashion	Dr. A. Alagarsamy	Positive Observation <ul style="list-style-type: none"> All the academic documents are maintained properly as per norms
Public Administration	Dr. K.S. Jeen Marseline	Positive Observation <ul style="list-style-type: none"> All records are properly maintained
BBA(CA)	Dr. S. Anbumalar	Positive Observation <ul style="list-style-type: none"> All records are properly maintained
Psychology	Mrs. S. Geetha Margret	Positive Observation <ul style="list-style-type: none"> All the academic documents are maintained properly

Social Work	Prof. C. Sunitha	Positive Observation <ul style="list-style-type: none">All records are properly maintained
NCC	Dr. M. Manikandan	Positive Observation <ul style="list-style-type: none">All the records are maintained Remarks <p>Most of the records are available only in softcopy</p>
NSS	Mrs. R. Sridurgadevi	Positive Observation <ul style="list-style-type: none">All the records are maintained Remarks <ul style="list-style-type: none">Most of the records are available only in softcopy
Placement & Maintenance Office	Mrs. R. Sridurgadevi & Prof. O.M. Saravanakumar	Positive Observation <ul style="list-style-type: none">All the documents are maintained
Controller of Examination	Dr. M. Manikandan & Mrs. R. Lalitha	Positive Observation <p>All the academic documents are maintained properly as per norms</p>

[Signature]
IQAC - Coordinator

[Signature]
Principal

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SRI KRISHNA ARTS AND SCIENCE COLLEGE
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INTERNAL AUDIT REPORT

Period: Even Semester 2017-18 and Odd Semester 2018-19
Audit Dates: 22nd and 23rd October 2018

Department	Auditor	Comments
Computer Technology	Mr.C.JulianGnanaDhas	<p>Positive Observations</p> <ul style="list-style-type: none"> • Class files maintained properly • Procedure to document event register • News letter prepared • Maintain the feedback of events <p>Remarks</p> <ul style="list-style-type: none"> • Proper format was not used to maintain event register
Commerce (CA,BA)MIB	Mrs.GeethaMargrets	<p>Positive Observation</p> <ul style="list-style-type: none"> • All records are maintained
Commerce	Mrs.GeethaMargrets	<p>Positive Observation</p> <ul style="list-style-type: none"> • Records are maintained <p>Remarks</p> <ul style="list-style-type: none"> • PL02 not maintained
BBA (CA)	Dr.K.S.JeenMarseline	<p>Positive Observation</p> <ul style="list-style-type: none"> • Google site maintenance for documents is good
Commerce (IT,PA&E.COM)	Dr.K.S.JeenMarseline	<p>Positive Observation</p> <ul style="list-style-type: none"> • All other academic records are maintained <p>Remarks</p> <ul style="list-style-type: none"> • II B.Com (PA) A – Attendances not matching (Ms. Evangeline Krupa) • No Event register
Commerce (BPS&CM)	Prof.SriDurgadevi.R	<p>Positive Observation</p> <ul style="list-style-type: none"> • All the academic records are maintained <p>Positive Observation</p> <ul style="list-style-type: none"> • All records maintained in separate files
Commerce (AF&BI)	Mrs.Maheswari	<p>Remarks</p> <ul style="list-style-type: none"> • Deviation found in completing the portions before I & II CIA (Accounting System – I B.Com AF B)

Department Auditor Comments

Department Auditor Mrs. Maheswari

Language English

Remarks

- AC03 not maintained for both ODD & EVEN semester
- Mr. S. Krishna Kumar (French-II) AC04 not filled
- Hindi Paper I: CIA - I & II portion was not completed before the CIA test
- Hindi Paper I - Syllabus doesn't match with lesson plan
- Syllabus of Hindi & French II (CSSHM) not in proper format
- CIA QP pattern not mentioned correctly

Computer science and Application Dr. Anbumalar.S

Remarks

- All the academic records are maintained

Positive Observation

- Event register separately, Department register not Available

ECS Dr. Anbumalar.S

Remarks

- All the academic records are maintained

Positive Observation

- III ECS, AC10 faculty signature missing
- Most of the records are available only in softcopy
- HOD and principal signature missing

Library Mrs. Sridurgadevi

Positive Observation

- All the academic records are maintained

Admission, recruitment & training Mrs. Shobana .D

Placements & maintenance Mrs. Sridurgadevi

Positive Observation

- All the academic records are maintained

COE Dr. Sumathy. N

Positive Observation

- All the academic records are maintained

English Dr. Sumathy. N

Remarks

- Workload miss match
- Event Register - Not properly maintained. No signature of HOD and Principal
- PL 02 not filled properly
- Lack of awareness about the system and procedure

Department Auditor Comments

Department Auditor Mrs. Lalitha R

Costume Design & Fashion Mrs. Lalitha R

Positive Observation

- All records are maintained systematically

Social Work Mrs. Lalitha R

Positive Observation

- All records are maintained systematically

BCA & M.Sc (SS) Dr. Manikandan

Positive Observation

- All files maintained well

BBA & ISM Mr. Saravana Kumar OM

Nil

Mathematics Mr. Saravana Kumar OM

Positive Observation

- Good team work & File maintenance

Bio Science Dr. Veeramankandasamy T

Positive Observation

- All the academic documents are maintained as per format

CS & IT Dr. Veeramankandasamy T

Positive Observation

- All the academic documents are maintained properly

Pub. Administration Dr. Veeramankandasamy T

Positive Observation

- All the academic documents are maintained

CSHM Dr. K. Sambath

Positive Observation

- All the documents are well maintained in the department

Bio. Informatics Dr. K. Sambath

Remarks

- Principal signature missing in Lesson Plan
- Log book to be completed

[Signature]
IQAC - Coordinator

[Signature]
Principal

SRI KRISHNA ARTS AND SCIENCE COLLEGE

KUNIAMUTHUR, COIMBATORE - 641 008.

DEPARTMENT OF ENGLISH

ISO – Audit Review Report

ISO Internal Audit was conducted in the English Department on 22-10-2018 (Monday). The following were the observations by the Auditor:

- Workload miss match
- Event Register – Not properly maintained. No signature of HoD and Principal
- PL 02 not filled properly
- Lack of awareness about the system and procedure

Workload Miss Match: It was observed by the auditor that there was a mismatch in the workload and it was found that there was an excess of 30 hours. We went through the workload and found that this excess was due to the addition of III B.A. English IET and Non-IET Vth Semester ‘A’ and ‘B’ workload together. As per the directions of the auditor and IQAC Coordinator, the mismatch was sorted out and two workloads for V ‘A’ and V ‘B’ was prepared and hence this issue has been resolved.

Event Register:

We updated our Department Event Register and obtained the signature from the Principal.

PL 02 Form:

The Placement related form PL 02 was also updated as per the guidance of the IQAC Coordinator.

Awareness about the System and Procedures:

Since most of the faculty members including the Head were new to the system at SKASC we lacked behind in understanding the systems and procedures but after the ISO audit we have come to know of the system in its fullness and we have learnt the system and its purpose and we assure you that we would follow ISO documentation to its fullness and keep ourselves updated.

S. Henry Kishore 20/10/18
Dr. S. HENRY KISHORE, M.A (Eng.), M.A (M.C.S.J.),
 M.A (Phil & Reli.), M.A (Ling.), M.Sc (Psy.), M.Phil., Ph.D.,
 Professor and Head
 Department of English
 Sri Krishna Arts and Science College
 Kuniamuthur, Coimbatore - 641 008

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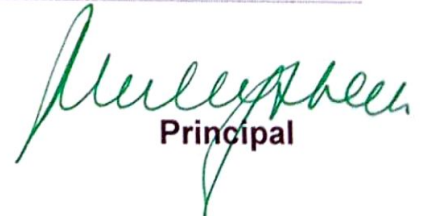
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Commerce (IT,PA&E.CO M)	Dr.K.S.Jeen Marseline	<p>Positive Observation</p> <ul style="list-style-type: none"> • All other academic records are maintained <p>Remarks</p> <ul style="list-style-type: none"> • II B.Com (PA) A – Attendances not matching (Ms. Evangeline Krupa) • No Event register
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Commerce (AF&BI)	Mrs.Maheswari	<p>Remarks</p> <ul style="list-style-type: none"> • Deviation found in completing the portions before I & II CIA (Accounting System – I B.Com AF B)

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Social Work	Mrs. Lalitha R	Positive Observation • All records are maintained systematically
BCA & M.Sc (SS)	Dr. Manikandan	Positive Observation • All files maintained well
BBA & ISM	Mr. Saravana Kumar OM	Nil
Mathematics	Mr. Saravana Kumar OM	Positive Observation • Good team work & File maintenance
Bio Science	Dr. Veeramanikandasamy T	Positive Observation • All the academic documents are maintained as per format
CS & IT	Dr. Veeramanikandasamy T	Positive Observation • All the academic documents are maintained properly
Pub. Administration	Dr. Veeramanikandasamy T	Positive Observation • All the academic documents are maintained
CSHM	Dr. K. Sambath	Positive Observation • All the documents are well maintained in the department
Bio. Informatics	Dr. K. Sambath	Remarks • Principal signature missing in Lesson Plan • Log book to be completed


IQAC – Coordinator


Principal