

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

INTERNAL AUDIT REPORT

05.03.2021

Period : Even Semester 2019-2020 & Odd Semester 2020-2021
Audit Dates : 04th and 05th March 2021

Department	Auditor	Comments
Languages	Dr. M. Manikandan Dr. M. Shanthana Lakshmi	Positive Observations <ul style="list-style-type: none"> Documents were well prepared Remarks <ul style="list-style-type: none"> Format should be updated as per ISO format (English) Control Copy should be updated (English) Document missing principal signature (Tamil)
Mathematics	Dr.S. Saraswathi	Positive Observation <ul style="list-style-type: none"> All records are maintained as per SoP Suggestion <ul style="list-style-type: none"> To maintain separate file for practical compensation
Information, Computer Technology and Cognitive systems	Dr. K.Ponnalagu Dr.O.M.Saravanakumar	Positive Observation <ul style="list-style-type: none"> All Records are maintained
Catering Science & Hotel Management	Mrs. V. A. Rinsey Antony	Positive Observation <ul style="list-style-type: none"> All documents are maintained Remarks <ul style="list-style-type: none"> Few Records are to be updated as per ISO format
Commerce BI ,RM, BPS, CM	Dr. K.S. Jeen Marseline Dr. A. Alagarsamy	Positive Observation <ul style="list-style-type: none"> All academic records are maintained as per norms and procedures Separate file maintained for each major department events Remarks <ul style="list-style-type: none"> Signature of tutor missing in certain records
Computer Science, Software System (PG), Data Science and Animation	Dr. J. Vijimol Dr. J. Senthil Kumar	Positive Observation <ul style="list-style-type: none"> All the academic records are maintained IET documents and Orientation Programme documents are maintained properly.
Computer Science & Applications (UG), BCA & B.Sc.SS	Dr. S. Anbumalar Dr. K. Sambath	Positive Observation <ul style="list-style-type: none"> All records maintained in separate files

Department	Auditor	Comments
Commerce (UG& PG), PA	Dr. T. Veeramankandasamy Mrs. R. Lalitha	<ul style="list-style-type: none"> Positive Observation • CIA documents, Teaching Plan and Attendance details are well maintained
Bio-Sciences & Informatics	Dr. O.M. Saravankumar	<ul style="list-style-type: none"> Positive Observation • All the academic records are maintained both in hard and soft copy properly
Commerce (CA), IT, BA	Dr. R. Kavitha	<ul style="list-style-type: none"> Positive Observation • All the academic records are maintained both in hard and soft copy properly
BBA, BBA (CA), ISM and Logistics	Dr. S. Anbumalar Ms. J. Josefin	<ul style="list-style-type: none"> Positive Observation • All the academic records are maintained • Department website maintained well
Commerce AF, E-com, CS, M Com (IB)	Dr. S. Saraswathi Dr. M. Manikandan	<ul style="list-style-type: none"> Positive Observation • All the academic records are maintained • Remarks • Few documents maintained only as softcopy should be maintained as hardcopy also
Electronics and Communication Systems	Dr. C. Sunitha	<ul style="list-style-type: none"> Positive Observation • All the academic records are maintained in Google classroom
MSW, Tourism and Travel Management, Psychology & Public Administration	Dr. J. Vijmol Dr. T. Veeramankandasamy	<ul style="list-style-type: none"> Positive Observation • All the academic records are maintained • Syllabus documents and supporting documents are well maintained
Costume Design and Fashion	Mr. J. Vasanth Nirmal	<ul style="list-style-type: none"> Positive Observation • All records are maintained systematically Remarks • Equipment details to be updated
Library	Dr. N. Sivakumar	<ul style="list-style-type: none"> Positive Observation • All records are maintained systematically
NCC, NSS Placement and Maintenance Office	Dr. N. Sivakumar	<ul style="list-style-type: none"> Positive Observation • All records are maintained systematically Suggestions • Hard copy of the Documents can be maintained and filed
Controller of Examination	Dr. C. Sunitha	<ul style="list-style-type: none"> Positive Observation • All documents are maintained • Online process maintained with evidences • All meeting and relevant minutes maintained by COE section
Office	Dr. R. Kavitha	<ul style="list-style-type: none"> Positive Observation • All Students and Faculty related documents maintained

Department	Auditor	Comments
Physical Education	Ms. J. Josefine	<ul style="list-style-type: none"> Remarks • Pending attendance register binding
All Clubs	Dr. M. Shanthana Lakshmi	<ul style="list-style-type: none"> Positive Observation • All documents are maintained Remarks • Hard copy of the Documents can be maintained and filed
IOAC Cell	Dr. P. Baby Shakila	<ul style="list-style-type: none"> Positive Observation • Clubs List and reports maintained • Event details and photos updated Remarks • Circular and feedback not collected
		<ul style="list-style-type: none"> Positive Observation • All the documents are maintained properly Suggestions • IOAC meetings and Activity files should be maintained separately • All Ranking procedures and reports should be maintained in IOAC

Signature
IOAC - Coordinator

Signature
Principal

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INTERNAL AUDIT REPORT

04.11.2019

Period: Odd Semester 2019-20

Audit Dates: 1st and 2nd November 2019

Department	Auditor	Comments
English	Dr. M. Manikandan	Positive Observations <ul style="list-style-type: none"> • All records are maintained • MAP component maintained well. Remarks <ul style="list-style-type: none"> • Few files are not maintained as per the format • III BA attendance percentage not maintained in master log book. • On Duties were not given to students.
Mathematics	Dr.S. Saraswathi	Positive Observation <ul style="list-style-type: none"> • All records are maintained Remarks <ul style="list-style-type: none"> • Curriculum feedback need to be maintained in consolidated file • Project review need to be maintained as supporting documents.
Computer Technology	Dr.C.Sunitha	Positive Observation <ul style="list-style-type: none"> • All Records are maintained
Catering Science & Hotel Management	Mrs. V.A.Rinsey Antony	Positive Observation <ul style="list-style-type: none"> • Records are maintained Remarks <ul style="list-style-type: none"> • Few Records are not maintained with dates.
Commerce (BI&RM)	Prof.P.Rajan	Positive Observation <ul style="list-style-type: none"> • All other academic records are maintained Remarks <ul style="list-style-type: none"> • Circular for retest may be provided for students
Computer Science	Dr.J.Vijimol	Positive Observation <ul style="list-style-type: none"> • All the academic records are maintained • IET documents and Orientation Programme documents are maintained properly.

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Languages	Dr.K.S.Jeen Marseline	Positive Observation <ul style="list-style-type: none"> All records maintained in separate files Faculty Contribution in Part I Tamil textbook (Compiled Book) is appreciable.
Computer Science Applications &	Dr. K.Sambath	Remarks <ul style="list-style-type: none"> Hours mismatch for Programming Lab – Python Workload Mismatch
Commerce	Dr. A. Alagarsamy	Positive Observation <ul style="list-style-type: none"> All the academic records are maintained both in hard and soft copy properly
Biosciences & Informatics	Dr.O.M.Saravana Kumar	Positive Observation <ul style="list-style-type: none"> All the academic records are maintained Well established labs Good team work Motivating students for other college presentations
Commerce &E-Com IT	Dr.J.Senthil Kumar	Positive Observation <ul style="list-style-type: none"> All the academic records are maintained Remarks <ul style="list-style-type: none"> OD and ML for genuine cases shall be considered. Invigilation Duty Schedule hard copy may be given to individual faculty Topics of departmental/Map components for each course may be annexed.
Information Technology	Dr.K.Ponnalagu	Positive Observation <ul style="list-style-type: none"> All the academic records are maintained Remarks <ul style="list-style-type: none"> Feedback from subject handling faculty can be maintained.
Software Systems	Dr.S.Anbumalar	Positive Observation <ul style="list-style-type: none"> All the academic records are maintained
BBA & ISM	Mrs. R.Lalitha	Positive Observation <ul style="list-style-type: none"> All the academic records are maintained
Commerce BPS & CM	Prof. C. Julian Gnana Dhas	Positive Observation <ul style="list-style-type: none"> All records are maintained systematically Event register updated in proper format

Department	Auditor	Comments
Commerce CA & BA	Dr. R. Kavitha	Positive Observation <ul style="list-style-type: none"> All records are maintained systematically Placement and Event register are maintained well
Electronics and Communication Systems	Dr. M. Shanthana Lakshmi	Positive Observation <ul style="list-style-type: none"> All records are maintained systematically
Computer Applications	Prof. P. Rajan	Positive Observation <ul style="list-style-type: none"> All files maintained well Remarks <ul style="list-style-type: none"> A circular may be given for retest by maintaining the students' Roll Nos so that mismatching can be avoided.
Tourism and Travel Management	Mrs. R. Lalitha	Positive Observation <ul style="list-style-type: none"> All files maintained well Remarks <ul style="list-style-type: none"> QP file not maintained
Library	Dr. O.M. Saravanakumar	Positive Observation <ul style="list-style-type: none"> Good team work & File maintenance
Commerce AF	Ms. J. Joselin	Remarks <ul style="list-style-type: none"> Have to maintain documents properly as per Academic format
Psychology	Dr. M. Shanthana Lakshmi	Remarks <ul style="list-style-type: none"> Personal log book, lesson plan and Master log book not completed by Dr. Mubeen Banu Event register not maintained
Costume Design and Fashion	Prof. C. Julian Gnana Dhas	Positive Observation <ul style="list-style-type: none"> All the academic documents are maintained Event register maintained with photo evidence and documents
Social Work	Dr. J. Vijimol	Positive Observation <ul style="list-style-type: none"> All the academic records are maintained CDC files are properly maintained
Commerce CS & M.Com IB	Mrs. R. Sridurgadevi	Positive Observation <ul style="list-style-type: none"> All the documents are well maintained in the department
BBA(CA)	Dr. N. Sivakumar	Positive Observation <ul style="list-style-type: none"> All the academic documents are maintained Exam Cell files, Course plan & Lesson Plan files are maintained properly.
Commerce PA	Mrs. R. Sridurgadevi	Positive Observation <p>All the documents are well maintained in the department</p>

Department	Auditor	Comments
Public Administration	Dr. S. Anbumalar	Remarks <ul style="list-style-type: none"> Workload, lesson plan, CIA time table and Tutorial record files are not maintained.
NCC & NSS Placement	Dr. M. Manikandan	Positive Observation <ul style="list-style-type: none"> All the documents are well maintained
Maintenance Office	Dr. T. Veeramanikandasamy	Positive Observation <ul style="list-style-type: none"> All the documents are well maintained
Controller of Examination	Dr. T. Veeramanikandasamy	Positive Observation <ul style="list-style-type: none"> All the documents are well maintained neatly and systematically
Office	Mrs. R. Sridurgadevi	Positive Observation All the documents are well maintained
Physical Education	Dr. C Sunitha	Positive Observation <ul style="list-style-type: none"> All the documents are well maintained in the department Remarks <ul style="list-style-type: none"> Men Tournament odd Semester details for September 2019 to be created.



IQAC – Coordinator



Principal