

**SRI KRISHNA ARTS AND SCIENEC COLLEGE****(Autonomous)****COIMBATORE – 641 008****INTERNAL AUDIT REPORT****Period** : EVEN Semester (2022 – 2023)**Audit Date** : 03<sup>th</sup> to 4<sup>th</sup> May 2023**06.05.2023**

<b>Department</b>	<b>Auditor</b>	<b>Comments</b>
English	Dr. O. M. SARAVANAKUMAR	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• The Documents are well maintained.</li><li>• Excellent Team work.</li></ul>
Mathematics	Dr. S. ANBUMALAR	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• Records are maintained well</li></ul>
ICT & Cognitive Science	Dr. D. MAHESWARI	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• All documents maintained</li></ul> <b>Negative Observations</b> <ul style="list-style-type: none"><li>• Signature missing in log book</li></ul>
Catering Science & Hotel Management	Dr. M. MANIKANDAN	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• Documents prepared and maintained well.</li><li>• Strong Internship and hospitality service records (ODC)</li></ul> <b>Negative Observations</b> <ul style="list-style-type: none"><li>• MN07 is not in formatted</li></ul>
Commerce – Industry Integrated	Dr. M. MANIKANDAN	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• All documents maintained</li><li>• Budget maintained perfectly</li></ul> <b>Negative Observations</b> <ul style="list-style-type: none"><li>• Signature missing in few documents</li></ul>
Commerce - Finance	Dr. T. VEERAMANIKANDASAMY	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• Academic documents are maintained well</li><li>• Placement details are maintained in good manner</li></ul> <b>Negative Observations</b> <ul style="list-style-type: none"><li>• CLO mapping in PG Syllabus and question paper to be checked</li></ul>
Computer Science	Mr. P. RAJAN	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• All records are maintained properly</li><li>• CDC – File was maintained neatly with 7 stages</li></ul>
Languages	Mrs. V. A. RINSEY ANTONY	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• The documents related to the departments are few and all are maintained properly.</li><li>• The academic files with specialization faculty name, in-charges and events are maintained neatly.</li></ul> <b>Negatives</b> <ul style="list-style-type: none"><li>• Few documents signature and account number were missing</li><li>• The pending were completed</li></ul>
Computer Applications	Mr. C. JULIAN GNANA DHAS	<b>Positive Observations</b> <ul style="list-style-type: none"><li>• Systems to file student's participation certificate and easy retrieval</li></ul> <b>Observation</b> <ul style="list-style-type: none"><li>• Template for faculty progression to be maintained</li></ul>

Bio-Sciences	Dr. C. SUNITHA	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>All documents maintained</li> <li>Assessment topics of individual students maintained in a separate sheet</li> <li>Tutor-ward meeting – mail communication and photo maintained along with attendance and AC12</li> </ul>
Commerce Computer Applications	Dr. R. KAVITHA	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>All documents maintained</li> </ul>
Management Science	Mrs. V. A. RINSEY ANTONY	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>The documents are maintained.</li> </ul> <b>Negatives</b> <ul style="list-style-type: none"> <li>Few documents sign were missing</li> </ul>
Costume Design and Fashion	Dr. J. VIJIMOL	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>All files are displayed for audit and documents are completed in all sense.</li> <li>Seven stage file is maintained properly</li> </ul>
Psychology	Dr. J. VIJIMOL	<ul style="list-style-type: none"> <li>Few Document were pending at the time of audit and later all the document were submitted and verified.</li> </ul>
Social Work &PA	Mr. C. JULIAN GNANA DHAS	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>All documents maintained properly</li> </ul>
Commerce Business Application	Dr. J. JOSELIN	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>Arranged and displayed files properly</li> </ul>
Electronics and Communication Systems	Dr. J. JOSELIN	<ul style="list-style-type: none"> <li>Few documents were Not maintained</li> </ul>
Physical Education	Dr. A. ALAGARSAMY	<ul style="list-style-type: none"> <li>All documents are maintained</li> </ul>
Controller of Examination	Dr. O. M. SARAVANAKUMAR	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>The Documents are well maintained.</li> <li>Excellent Team work.</li> </ul>
NCC & NSS	Mr. J. VASANTH NIRMAL BOSCO	All documents are maintained
Placement	Dr. C. SUNITHA	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>All documents maintained in softcopy (Drive and Google classroom)</li> <li>PL05 – Maintained as hardcopy</li> <li>HR List, institutional HR list Maintained in hard copy</li> </ul>
Library	Mrs. R. LALITHA	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>All records are maintained systematically</li> </ul>
Maintenance Office	Dr. A. ALAGARSAMY	<b>Positive Observations</b> <ul style="list-style-type: none"> <li>The Documents are well maintained.</li> <li>Excellent Team work.</li> </ul>
Office	Dr. J. VIJIMOL	<b>Positive</b> <ul style="list-style-type: none"> <li>In addition to the given points</li> <li>Faculty certificates</li> <li>Scholarships</li> <li>Other files are also verified</li> <li>All files are maintained properly</li> </ul>

  
 IQAC – Coordinator



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