Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of ......Tamil..

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	✗	Not Applicable
5	Student Profile	✓	
6	Bridge Course File	—	Not Applicable
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	—	Not Applicable
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register	✓	

15	Feed Back Forms & Analysis Reports
	  i) Students
	  ii) Curriculum
	  iii) Teachers
	  iv) Alumini
	  v) Parents
		✓	

16	Research File	✓	
17	Consultancy File	✓	
18	Collaboration File	✓	
19	Extension File	✓	
20	Exposure File	✓	
21	Contribution to Department File	✓	
22	Student magazine	✓	
23	Department level quiz competitions, debate and discussions, cultural activities etc.	✓	
24	Result analysis		
25	List of students at risk of dropout & reasons	—	Not Applicable
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	—	Not Applicable
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	—	Not Applicable
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	—	Not Applicable
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	—	Not Applicable
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	—	Not Applicable
43	Class Committee	✓	
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	—	Not Applicable
48	Conducting orientation/induction programme for first years	—	Not Applicable
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings :

Suggessions for improvement :

Signature of the Auditor	Signature of the HOD	For, Signature of the IQAC Co-ordinator	Signature of the Principal

IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of .....English...

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4 ✗	Staff name list display	✓	
5 ✗	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register	✓	
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumini v) Parents	✓ ✓	
16	Research File	✓	
17	Consultancy File	✓	
18	Collaboration File	✓	
19	Extension File	✓	
20	Exposure File	✓	
21	Contribution to Department File	✓	
22	Student magazine	✓	
23	Department level quiz competitions, debate and discussions, cultural activities etc.	✓	
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	✓	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	✓	
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	✓	
43	Class Committee	✓	
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	X	Nil
48	Conducting orientation/induction programme for first years	✓	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	
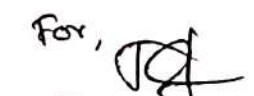
Findings :
All the files are arranged in a proper manner.

Suggessions for improvement :

Signature of the Auditor	Signature of the HOD	For, Signature of the IQAC Co-ordinator	Signature of the Principal

IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of .M.A.T.H.E.M.A.T.I.C.S..............

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	✓	—
5	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	—	—
10	Course file (individual staff) Plan	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register	✓	
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumini v) Parents	✓ ✓ ✓ ✓	
16	Research File	—	
17	Consultancy File	✓	
18	Collaboration File	—	
19	Extension File	✓	
20	Exposure File	✓	
21	Contribution to Department File	—	
22	Student magazine	✓	
23	Department level quiz competitions, debate and discussions, cultural activities etc.	✓	
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	—	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP		
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	✓	—
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	—	
43	Class Committee	✓	
44	Extension activities/outreach programmes	—	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	—	—
48	Conducting orientation/induction programme for first years	—	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings :

All fiel. Verified

Suggessions for improvement :

Signature of the
Auditor

Signature of the
HOD

For,
Signature of the
IQAC Co-ordinator

IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Signature of the
Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of ....Physics..

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	✓	
5	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register	✓	
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumini v) Parents	✓	
16	Research File	✓	
17	Consultancy File	✓	
18	Collaboration File	✓	
19	Extension File	✓	
20	Exposure File	✓	
21	Contribution to Department File	–	Not Applicable
22	Student magazine	✓	
23	Department level quiz competitions, debate and discussions, cultural activities etc.	✓	
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	✓	
30.	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	✓	
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	✓	
43	Class Committee	✓	
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	✓	
48	Conducting orientation/induction programme for first years	✓	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings :

All the files are verified.

Suggestions for improvement :

Signature of the
Auditor

Signature of the
HOD

For,
Signature of the
IQAC Co-ordinator

Signature of the
Principal

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

~ IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of ....*Chemistry*........

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	.	—
5	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses		—
10	Course file (individual staff)		—
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register	✓	
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumini v) Parents	✓	
16	Research File	✓	
17	Consultancy File		Nil —
18	Collaboration File		—
19	Extension File		—
20	Exposure File	✓	
21	Contribution to Department File		—
22	Student magazine		Nil —
23	Department level quiz competitions, debate and discussions, cultural activities etc.		Nil —
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders		—
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	✓	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College		nil —
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee		nil —
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	✓	
43	Class Committee	✓	
44	Extension activities/outreach programmes		nil —
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects		nil —
48	Conducting orientation/induction programme for first years	✓	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings :

Suggessions for improvement :

Signature of the
Auditor

Signature of the
HOD

Signature of the
IQAC Co-ordinator

Signature of the
Principal

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of ...Computer Science...

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	✓	
5	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register	✓	
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumini v) Parents	✓	
16	Research File	✓	
17	Consultancy File	✗	—
18	Collaboration File	✓	
19	Extension File	✓	
20	Exposure File	✓	
21	Contribution to Department File		—
22	Student magazine	✓	
23	Department level quiz competitions, debate and discussions, cultural activities etc.		—
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	—	
29	Staff Council Meeting Report File	—	—
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	—	
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	✓	
43	Class Committee	✓	
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	—	
48	Conducting orientation/induction programme for first years	—	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings :

Suggessions for improvement :

Signature of the
Auditor

Signature of the
HOD

For,
Signature of the
IQAC Co-ordinator

Signature of the
Principal

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of ....Zoology....

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	✗	
5	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	—	
10	Course file (individual staff) Course plan	✓	
11	Work Diary Register		
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register – Computer	✓	

15	Feed Back Forms & Analysis Reports
	    i) Students
	    ii) Curriculum
	    iii) Teachers
	    iv) Alumini
	    v) Parents
		✓	

16	Research File /seminar /	✓	
17	Consultancy File	—	
18	Collaboration File	—	
19	Extension File	—	
20	Exposure File	✓	
21	Contribution to Department File	✓	
22	Student magazine		
23	Department level quiz competitions, debate and discussions, cultural activities etc.		
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	—	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	—	
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	—	
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library /staff issue/student issue	✓	
41	Internal Marks	—	
42	Lab Records	✓	
43	Class Committee	✓	
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	—	
48	Conducting orientation/induction programme for first years	✓	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings : Overall Completed

Suggessions for improvement :

Signature of the
Auditor

Signature of the
HOD

for,
Signature of the
IQAC Co-ordinator
IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Signature of the
Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of ...Physical Education

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	✓	
5	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	No
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	—	No
13	ICT Register for staff/students	✓	
14	Usage Register	✓	

15	Feed Back Forms & Analysis Reports
	   i) Students
	    ii) Curriculum
	    iii) Teachers
	    iv) Alumini
	    v) Parents
		✓	

16	Research File	—	
17	Consultancy File	✓	
18	Collaboration File	✓	
19	Extension File	✓	
20	Exposure File	✓	
21	Contribution to Department File	—	
22	Student magazine	—	
23	Department level quiz competitions, debate and discussions, cultural activities etc.	—	
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	—	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	—	—
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	✓	
37	Department Chronicle	—	No
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	—	
41	Internal Marks	✓	
42	Lab Records	—	
43	Class Committee	—	
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	—	
48	Conducting orientation/induction programme for first years	✓	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings : All the fiels are verified.

Suggessions for improvement :

Signature of the Auditor

Signature of the HOD

for
Signature of the IQAC Co-ordinator

- IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Signature of the Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of ...............*B.B.A*...........................

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	—	
5	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register	✓	
15	Feed Back Forms & Analysis Reports i) Students ✓ ii) Curriculum ✓ iii) Teachers ✓ iv) Alumini ✓ v) Parents ✓	✓	
16	Research File	—	
17	Consultancy File	✓	
18	Collaboration File	✓	
19	Extension File	—	
20	Exposure File	✓	
21	Contribution to Department File	—	
22	Student magazine	✓	
23	Department level quiz competitions, debate and discussions, cultural activities etc.	—	
24	Result analysis	—	Revalpation result not yet come
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	—	
29	Staff Council Meeting Report File	—	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	
32	Workload and Time table	✓	
33	Curriculum File		Soft copy is available
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	—	
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	April 2024 – Even not yet come
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	—	
43	Class Committee	✓	
44	Extension activities/outreach programmes	—	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	—	
48	Conducting orientation/induction programme for first years	—	Common programme
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	Common Meeting
51	Counselling	✓	

Findings :

Suggessions for improvement :

Signature of the
Auditor

Signature of the
HOD

For,
Signature of the
IQAC Co-ordinator
- IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Signature of the
Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of ....Commerce..................

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	—	
5	Student Profile	✓	3rd Year update
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register – Computer usage Register	✓	

15	Feed Back Forms & Analysis Reports ✓
	    i) Students
	    ii) Curriculum —
	    iii) Teachers
	    iv) Alumini — (only end)
	    v) Parents
		✓	

16	Research File	✓	
17	Consultancy File	—	
18	Collaboration File	✓	
19	Extension File	—	
20	Exposure File	✓	
21	Contribution to Department File	✓	
22	Student magazine	✓	
23	Department level quiz competitions, debate and discussions, cultural activities etc.	quiz	
24	Result analysis	—	Not yet received the April 2024 Results
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	N/A	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	N/A	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	File.
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	—	
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	—	April 2024 – Result not yet come
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	—	
43	Class Committee	✓	
44	Extension activities/outreach programmes	—	
45	PTA Visit Register	✓	File
46	List of participants and winners	✓	
47	Funded Projects	NA	
48	Conducting orientation/induction programme for first years	—	Common File
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings :

Suggessions for improvement :

Signature of the
Auditor

Signature of the
HOD

For,
Signature of the
IQAC Co-ordinator

– IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Signature of the
Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts and Science
Kaliyakkavilai - 629 153.
IQAC - *Academic Audit*

Department of .... MSW ....

Sl. No.	Files / Registers	2023-2024	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	✗	
5	Student Profile	✓	
6	Bridge Course File	✓	
7	Entry level test	—	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	—	
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	
13	ICT Register for staff/students	✓	
14	Usage Register	—	
15	Feed Back Forms & Analysis Reports 　i) Students 　ii) Curriculum 　iii) Teachers 　iv) Alumini 　v) Parents	✓	
16	Research File	✓	
17	Consultancy File	✓	
18	Collaboration File	✓	
19	Extension File	✓	
20	Exposure File	✓	
21	Contribution to Department File	✓	
22	Student magazine	—	
23	Department level quiz competitions, debate and discussions, cultural activities etc.	✓	
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	—	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2023-2024	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	✓	
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	—	
43	Class Committee	✓	
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	✓	
48	Conducting orientation/induction programme for first years	✓	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings :

—

Suggessions for improvement :

—

Signature of the
Auditor

Signature of the
HOD

Rot,

Signature of the
IQAC Co-ordinator

IQAC Co-ordinator
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Signature of the
Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.