

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 :

Suggestions for improvement :



*Beis*  
Signature of the  
Auditor

*[Signature]*  
Signature of the  
HOD

For, *[Signature]*  
Signature of the  
IQAC Co-ordinator

*[Signature]*  
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 :**

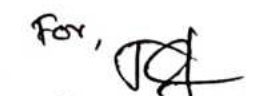
All the files are arranged in a proper manner.

**Suggestions 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  
Kaliyakkavilal - 629 153.

Nanjil Catholic College of Arts & Science  
Kaliyakkavilal - 629 153.

Nanjil Catholic College of Arts and Science  
Kaliyakkavilai - 629 153.

**IQAC - Academic Audit**

Department of MATHEMATICS.....

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) <i>plan</i>	✓	
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 files verified

**Suggestions for improvement :**



S.S. Benish Benish  
Signature of the Auditor

R. Adithy  
Signature of the HOD

For, [Signature]  
Signature of the IQAC Co-ordinator

[Signature]  
Signature of the Principal  
PRINCIPAL

- IQAC Co-ordinator  
Nanjil Catholic College of Arts & Science Nanjil Catholic College of Arts & Science  
Kaliyakkavilai - 629 153. 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]*  
Signature of the Auditor

*[Signature]*  
Signature of the HOD

For, *[Signature]*  
Signature of the IQAC Co-ordinator

*[Signature]*  
Signature of the Principal

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

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		-
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		n.i. / -
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee		n.i. / -
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		n.i. / -
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects		n.i. / -
48	Conducting orientation/induction programme for first years	✓	
49	Remedial Register	✓	
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	

Findings :

Suggestions for improvement :



*[Signature]*  
Signature of the  
Auditor

*[Signature]*  
Signature of the  
HOD

*[Signature]*  
Signature of the  
IQAC Co-ordinator

*[Signature]*  
Signature of the  
Principal  
PRINCIPAL

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

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

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 :

Suggestions for improvement :



*[Signature]*  
Signature of the  
Auditor

*[Signature]*  
Signature of the  
HOD

*[Signature]*  
Signature of the  
IQAC Co-ordinator

*[Signature]*  
Signature of the  
Principal

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

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

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 – Computers	✓	
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

Suggestions for improvement :



*[Signature]*  
Signature of the  
Auditor

*[Signature]*  
Signature of the  
HOD

*[Signature]*  
Signature of the  
IQAC Co-ordinator

*[Signature]*  
Signature of the  
Principal

Nanjil Catholic College of Arts & Science  
Kaluyakkavilai - 629 153.

PRINCIPAL  
Nanjil Catholic College of Arts & Science  
Kaluyakkavilai - 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 files are verified.

Suggestions for improvement :



S. S. Bhandari  
Signature of the Auditor

N. V. D.  
Signature of the HOD

For IQAC  
Signature of the Co-ordinator

Signature of the Principal  
PRINCIPAL

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

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



Nanjil Catholic College of Arts and Science  
Kaliyakkavilai - 629 153.

**IQAC - Academic Audit**

Department of ..... BBA .....

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	✓	Revaluation result next year 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 :

Suggestions for improvement :



*[Signature]*  
Signature of the  
Auditor

*[Signature]*  
Signature of the  
HOD

*[Signature]*  
Signature of the  
IQAC Co-ordinator  
- IQAC Co-ordinator  
Nanjil Catholic College of Arts & Science  
Kaliyakkavilai - 629 153.

*[Signature]*  
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	✓	
6	Bridge Course File	✓	
7	Entry level test	✓	Report
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	Compassion
10	Course file (individual staff)	✓	File
11	Work Diary Register	✓	
12	List of students having Laptop - class wise	✓	File
13	ICT Register for staff/students	✓	
14	Usage Register - <u>Computer Usage Register</u>	✓	
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum - iii) Teachers iv) Alumini - (only add) 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	NA	
27	Department meetings	✓	
28	Association Meetings	✓	
29	Staff Council Meeting Report File	NA	
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	-	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	✓	
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	✓	

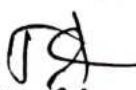
Findings :

Suggestions 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.

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 :

Suggestions 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 & Science  
Kaliyakkavilai - 629 153.

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