

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

IQAC - Academic Audit

Department of Tamil

Sl. No.	Files / Registers	2022-2023	Remarks
1	Vision/Mission of the department	-	Not clearly updated
2	Department profile	-	not updated
3	Staff profile	-	not updated - all
4	Staff name list display	-	NO
5	Student Profile	✓	Completed
6	Bridge Course File	-	
7	Entry level test	✓	To be clear
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	-	
10	Course file (individual staff)	-	Seal & Signature
11	Work Diary Register	-	Seal & Signature
12	List of students having Laptop - class wise	-	
13	ICT Register for staff/students	✓ O.K	Completed
14	Usage Register	✓	Completed
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumni v) Parents		Syllabus Not changed
16	Research File	-	updated
17	Consultancy File	-	
18	Collaboration File	-	
19	Extension File	-	
20	Exposure File	-	
21	Contribution to Department File	✓	Seal & Signature
22	Student magazine	✓	Front page checked
23	Department level quiz competitions, debate and discussions, cultural activities etc.	-	
24	Result analysis	✓	Completed
25	List of students at risk of dropout & reasons	Nil	
26	List of University Rank Holders	Nil	
27	Department meetings	✓	Completed
28	Association Meetings	-	updated - not
29	Staff Council Meeting Report File	-	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	Nil

Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	—	
32	Workload and Time table	✓	available on system
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	—	
37	Department Chronicle	—	To be update
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	mention year
41	Internal Marks	✓	
42	Lab Records	—	
43	Class Committee	+	not updated
44	Extension activities/outreach programmes	—	
45	PTA Visit Register	✓	seal signature
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	✓	available on mention

Findings :

- * Out of 51 file 21 files are available
- * Remaining 30 file 18 files want be updated
- * Remaining file want be created.
- * Some files are not applicable to the Dept

Suggestions for improvement :

- * concentrate the seal & signature
- * Some updation are require
- * within one week can able to complete.
- * 70% work are completed

Signature of the Auditor
13/10/23

Signature of the HOD

Signature of the 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 English.....

Sl. No.	Files / Registers	2022-2023	Remarks
1	Vision/Mission of the department	X	Not available.
2	Department profile	✓	
3	Staff profile		one profile photo
4	Staff name list display		
5	Student Profile		In complete.
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 <u>Book Bank</u>	✓	
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	2022-2023	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 <i>Language Lab</i>	✓	
43	Class Committee	✓	<i>Attendance</i>
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 :

Only minor updations

Suggestions for improvement :

[Signature]
Signature of the Auditor

Dr. L. Thomas Robinson

[Signature]
Signature of the HOD

[Signature]
Signature of the IQAC Co-ordinator

D.R. MURALI

IQAC Co-ordinator

[Signature]
Signature of the Principal

PRINCIPAL

Nanjil Catholic Collene 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 ofMATHS.....

Sl. No.	Files / Registers	2022-2023	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 ✓ Reports Pending ii) Curriculum iii) Teachers ✓ Reports Pending iv) Alumini ✓ Reports Pending v) Parents ✓ "		
16	Research File	NIL	
17	Consultancy File – Nil	NIL	
18	Collaboration File – MOU		
19	Extension File	NIL	
20	Exposure File	✓	
21	Contribution to Department File	NIL	
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	NIL	Common file
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	DEPT. Conducted ORIENTATION ONLY
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	NIL	
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 :

⊗ 12 file pending.

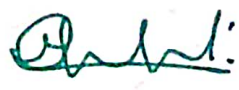
⊗

Suggestions for improvement :


Signature of the
Auditor


Signature of the
HOD


Signature of the
IQAC Co-ordinator
Dr.R.MURALI


Signature of the
Principal
PRINCIPAL

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

IQAC - Academic Audit

Department of Physics

Sl. No.	Files / Registers	2022-2023	Remarks
1	Vision/Mission of the department		
2	Department profile	✓	Finished
3	Staff profile	✓	Finished
4	Staff name list display	-	-
5	Student Profile	x	no. of working days not fi
6	Bridge Course File	✓	face sheet alone
7	Entry level test	✓	Finished
8	Remedial for slow learners	✓	Finished
9	List of students attending various add on courses		Finished
10	Course file (individual staff)		
11	Work Diary Register	-	No add register last pg. no seal sign
12	List of students having Laptop - class wise	✓	Finished
13	ICT Register for staff/students	✓	Finished
14	Usage Register	✓	Finished
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumini v) Parents	✓	Finished
16	Research File	✓	Finished.
17	Consultancy File - Chem.	-	-
18	Collaboration File , MOU.	✓	No new Moll's
19	Extension File	✓	Finished
20	Exposure File	✓	
21	Contribution to Department File		
22	Student magazine	✓	No maganize.
23	Department level quiz competitions, debate and discussions, cultural activities etc.	✓	No details
24	Result analysis		Nov.
25	List of students at risk of dropout & reasons	✓	Finished
26	List of University Rank Holders	✓	Finished
27	Department meetings	✓	Finished
28	Association Meetings	✓	Finished
29	Staff Council Meeting Report File (common)		
30	Academic Planning File (Annual Plan / Semester Plan)		Not provided.

Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	No documents
32	Workload and Time table	✓	Finished No seal & sign.
33	Curriculum File	✓	Seal & Sign.
34	Communications – College	✓	Sign of Principal.
35	Communications – University/Govt.	✓	"
36	Communications – NAAC Steering Committee	-	-
37	Department Chronicle	✓	Finished
38	Department toppers list	✓	Finished
39	University Result File	✓	Finished
40	Department Library	✓	Finished
41	Internal Marks	-	Finished
42	Lab Records	✓	Finished
43	Class Committee	✓	"
44	Extension activities/outreach programmes	-	-
45	PTA Visit Register	✓	Finished
46	List of participants and winners	✓	Finished
47	Funded Projects	-	No records—
48	Conducting orientation/induction programme for first years	-	-
49	Remedial Register Advanced Register	✓	Finished
50	Alumini Visit and Meeting	✓	Finished
51	Counselling	✓	Finished

Findings :

Suggestions for improvement :

Signature of the Auditor

Signature of the HOD

Signature of the IOAC Co-ordinator
Dr.R.MURALI

Signature of the PRINCIPAL

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

Nanjil Catholic College of Arts and Science
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IQAC - Academic Audit

Department of Chemistry

Sl. No.	Files / Registers	2022-2023	Remarks
1	Vision/Mission of the department		No seal/sign
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display	✓	
5	Student Profile	updated ✓	Missing Photos - Register reg. ad. no.
6	Bridge Course File	updated ✓	Test - Printout pending
7	Entry level test	✓	"
8	Remedial for slow learners	updated ✓	Arrange Reports
9	List of students attending various add on courses	updated ✓	No hardcopy
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop - class wise	updated ✓	Need to take printout
13	ICT Register for staff/students	✓	
14	Usage Register	updated ✓	seal/sign missing
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumni v) Parents	updated ✓	Filing is pending
16	Research File	completed - ✓	Only soft copy is available
17	Consultancy File	✓	
18	Collaboration File - Mou	—	
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.	updated ✓	No seal/sign
24	Result analysis	✓	
25	List of students at risk of dropout & reasons	updated —	No dropouts
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)	✓	

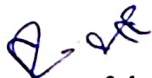
Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	—	No events
32	Workload and Time table	updated ✓	
33	Curriculum File	updated ✓	
34	Communications – College	updated ✓	Missing
35	Communications – University/Govt.	updated ✓	"
36	Communications – NAAC Steering Committee	—	"
37	Department Chronicle	updated ✓	
38	Department toppers list	updated ✓	No seal/sign
39	University Result File	updated ✓	
40	Department Library	updated ✓	incomplete
41	Internal Marks	updated ✓	Pending
42	Lab Records	updated ✓	incomplete
43	Class Committee	✓	
44	Extension activities/outreach programmes	—	
45	PTA Visit Register	updated ✓	Parents sign missing
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 : Maintaining softcopies alone.


Suggestions for improvement : Prepare handwritten reports and scan and maintain it as softcopies.

Re-audit
13/10/23


Signature of the
Auditor


Signature of the
HOD


Signature of the
IQAC Co-ordinator
BKR.MURALI


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	2022-2023	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✓	
3	Staff profile	✓	
4	Staff name list display		
5	Student Profile		2021-2022 - Pending
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	Nil	
10	Course file (individual staff)		
11	Work Diary Register	✓	
12	List of students having Laptop – class wise		2022-2023 class wise missing
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	Trinity School	
18	Collaboration File		Nil
19	Extension File		Nil
20	Exposure File	✓ 20	
21	Contribution to Department File		
22	Student magazine		Nil
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		one report pending
29	Staff Council Meeting Report File	—	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

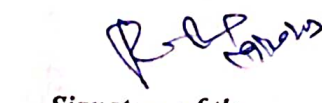
Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	Nil	
32	Workload and Time table	✓	Completed
33	Curriculum File		
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee		
37	Department Chronicle	✓	Not up to date
38	Department toppers list	✓	Completed
39	University Result File	✓	Completed
40	Department Library	✓	
41	Internal Marks	✓	
42	Lab Records	✓	
43	Class Committee	✓	
44	Extension activities/outreach programmes		
45	PTA Visit Register	✓	Completed
46	List of participants and winners		
47	Funded Projects	Nil	
48	Conducting orientation/induction programme for first years	Common	
49	Remedial Register	✓	Completed
50	Alumini Visit and Meeting	✓	
51	Counselling	✓	


Findings : 80% work was completed.

Suggestions for improvement :


Signature of the
Auditor


Signature of the
HOD


Signature of the
IQAC Co-ordinator


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 ~~Library~~ Zoology.....


Sl. No.	Files / Registers	2022-2023	Remarks
1	Vision/Mission of the department	✓	
2	Department profile <i>Staff, student,</i>	✓	Updated
3	Staff profile	✓	Updated
4	Staff name list display	—	—
5	Student Profile	✓	updated - (4 photos not attached)
6	Bridge Course File } <i>1-2 col.</i>	✓	Updated
7	Entry level test	✓	Updated
8	Remedial for slow learners	✓	Updated
9	List of students attending various add on courses	—	—
10	Course file (individual staff)	—	—
11	Work Diary Register	✓	Completed
12	List of students having Laptop – class wise	✓	Completed
13	ICT Register for staff/students }	✓	Updated
14	Usage Register	✓	Updated
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumni v) Parents	✓	updated
16	Research File	Nil	No publication
17	Consultancy File	Nil	No activity
18	Collaboration File	MOU- no	No activity.
19	Extension File	Nil	No activity.
20	Exposure File	✓	Tour Report.
21	Contribution to Department File	Book Bank	— Updated
22	Student magazine	—	No activity.
23	Department level quiz competitions, debate and discussions, cultural activities etc.	Debate Group discussions Quiz, festivals }	Completed
24	Result analysis	✓	Completed
25	List of students at risk of dropout & reasons	✓	Updated
26	List of University Rank Holders	—	List not submitted attached
27	Department meetings	✓	Updated
28	Association Meetings	✓	Updated
29	Staff Council Meeting Report File	—	Not applicable.
30	Academic Planning File (Annual Plan / Semester Plan)	✓	Updated


Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	—	—
32	Workload and Time table	✓	updated
33	Curriculum File	✓	Updated
34	Communications – College	✓	Completed
35	Communications – University/Govt.	✓	Completed
36	Communications – NAAC Steering Committee	✓	Completed
37	Department Chronicle	✓	Updated
38	Department toppers list	✓	updated
39	University Result File	✓	Updated
40	Department Library	✓	updated
41	Internal Marks	✓	Updated
42	Lab Records	✓	updated
43	Class Committee	✓	Updated
44	Extension activities/outreach programmes	—	—
45	PTA Visit Register	✓	Updated
46	List of participants and winners	—	—
47	Funded Projects	—	—
48	Conducting orientation/induction programme for first years	—	—
49	Remedial Register	✓	updated
50	Alumini Visit and Meeting	✓	updated
51	Counselling	✓	Updated


Findings :

Suggestions for improvement :


Signature of the
Auditor


Signature of the
HOD


Signature of the
IQAC Co-ordinator


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	2022-2023	Remarks
1	Vision/Mission of the department	✓	Yes
2	Department profile	✓	Yes
3	Staff profile	✓	Yes
4	Staff name list display	—	Nil
5	Student Profile	✓	Yes
6	Bridge Course File	✓	Yes
7	Entry level test	✓	Yes
8	Remedial for slow learners	✓	Yes
9	List of students attending various add on courses	—	—
10	Course file (individual staff)	✓	Yes
11	Work Diary Register	✓	Yes
12	List of students having Laptop – class wise	—	Nil
13	ICT Register for staff/students	✓	✓
14	Usage Register	✓	✓
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumni v) Parents		Students Feed back ok Report. Nil Alumni Feed back ok Parent Report ok
16	Research File	✓	Yes
17	Consultancy File	✓	Yes
18	Collaboration File	✓	Yes
19	Extension File	—	Nil
20	Exposure File	✓	Yes
21	Contribution to Department File	—	Nil
22	Student magazine	—	Nil
23	Department level quiz competitions, debate and discussions, cultural activities etc.		cultural, sports ok
24	Result analysis	✓	Yes
25	List of students at risk of dropout & reasons	✓	Yes
26	List of University Rank Holders	✓	Yes
27	Department meetings	✓	Yes
28	Association Meetings	—	N.A
29	Staff Council Meeting Report File	—	N.A
30	Academic Planning File (Annual Plan / Semester Plan)	✓	Yes

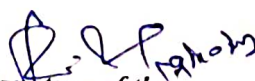
Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	-	Nil
32	Workload and Time table	✓	yes
33	Curriculum File	✓	yes
34	Communications – College	✓	yes
35	Communications – University/Govt.	✓	yes
36	Communications – NAAC Steering Committee	✓	yes
37	Department Chronicle	-	Nil
38	Department toppers list	✓	yes
39	University Result File	✓	yes
40	Department Library	-	Nil
41	Internal Marks	-	seal pending
42	Lab Records	-	N.A
43	Class Committee	-	Nil
44	Extension activities/outreach programmes	-	Nil
45	PTA Visit Register	✓	yes
46	List of participants and winners	✓	yes
47	Funded Projects	-	Nil
48	Conducting orientation/induction programme for first years	-	Nil
49	Remedial Register	✓	Report - Nil
50	Alumini Visit and Meeting	-	Nil
51	Counselling	-	update

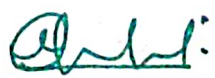
Findings: No. 4, No. 12, No. 19, No. 21, No. 22, No. 31, No. 37, No. 40, No. 43, No. 44, No. 47, No. 48. Almost Nil, No. 15, No. 23, No. 41, No. 49, No. 51, partially completed.

Suggestions for improvement: Almost OK, some work are pending.


Signature of the
Auditor


Signature of the
HOD


Signature of the
IQAC Co-ordinator


Signature of the
Principal

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

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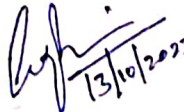
Department of BBA

Sl. No.	Files / Registers	2022-2023	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	NIL	
3	Staff profile	-	Subi nam (Kumar, 09/15)
4	Staff name list display	-	
5	Student Profile	-	incomplete
6	Bridge Course File	✓	
7	Entry level test	-	Not updated
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	(Pass out students Talhycuro)
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop - class wise	-	Not updated
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	✓ ✓ ✓ ✓ ✓	Reports are updated Alumini NIL - faculty curriculum are - 12
16	Research File	-	Soft Copy only
17	Consultancy File	-	NIL Not updated
18	Collaboration File	-	NIL Not updated
19	Extension File	-	NIL
20	Exposure File	✓	OK
21	Contribution to Department File	-	NIL
22	Student magazine	-	NIL
23	Department level quiz competitions, debate and discussions, cultural activities etc.	-	NIL
24	Result analysis	✓	OK
25	List of students at risk of dropout & reasons	✓	OK
26	List of University Rank Holders	-	
27	Department meetings	✓	OK
28	Association Meetings	-	Not applicable
29	Staff Council Meeting Report File	-	
30	Academic Planning File (Annual Plan / Semester Plan)	✓	OK

Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	/	awareness programme only
32	Workload and Time table	/	ok
33	Curriculum File	✓	ok
34	Communications – College	✓	ok
35	Communications – University/Govt.	✓	university only
36	Communications – NAAC Steering Committee	—	Not applicable (Whattap, only)
37	Department Chronicle	/	OK
38	Department toppers list	/	OK
39	University Result File	/	None OK April 2023 (I, II year) None updated
40	Department Library	/	ok
41	Internal Marks	—	in complete
42	Lab Records	—	—
43	Class Committee	✓	ok
44	Extension activities/outreach programmes	✓	OK
45	PTA Visit Register	✓	ok
46	List of participants and winners	/	ok
47	Funded Projects	—	—
48	Conducting orientation/induction programme for first years		Common programme
49	Remedial Register	—	—
50	Alumini Visit and Meeting	/	ok
51	Counselling	/	ok


Findings :

Suggestions for improvement :


13/10/2023
Signature of the Auditor


Signature of the HOD


Signature of the
Dr. R. MURALI
IQAC Co-ordinator


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 Commerce

Sl. No.	Files / Registers	2022-2023	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	✗ ✓	✓ OK
3	Staff profile	✗ ✓	not completed (Sivaraman)
4	Staff name list display		
5	Student Profile	✗	2020-23 (concluded) (H. Govt) not completed, need to be updated
6	Bridge Course File	✓	
7	Entry level test	✓	
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	✓	completed
10	Course file (individual staff)	✓	not updated (subject code) → 1 file missing sheets
11	Work Diary Register	✓	
12	List of students having Laptop – class wise	✓	not mentioned (classwise) ✓
13	ICT Register for staff/students	✓	
14	Usage Register		
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum iii) Teachers iv) Alumni v) Parents		not completed
16	Research File	✓	
17	Consultancy File	✓	—
18	Collaboration File → MOU	✓	completed
19	Extension File	✗	Nil
20	Exposure File	✓	
21	Contribution to Department File	✗	✗
22	Student magazine	—	—
23	Department level quiz competitions, debate and discussions, cultural activities etc.		not conducted. once (19/9/2022)
24	Result analysis	✓	add missing ✓
25	List of students at risk of dropout & reasons	✓	not updated
26	List of University Rank Holders	✓	not updated
27	Department meetings	✓	
28	Association Meetings	✓	pending ✓
29	Staff Council Meeting Report File		
30	Academic Planning File (Annual Plan / Semester Plan)	✓	

Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP	✓	
32	Workload and Time table	✓	completed
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.	✓	
36	Communications – NAAC Steering Committee	✓	
37	Department Chronicle	✓	not updated ✓
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	
41	Internal Marks	✓	pending ✓
42	Lab Records	X	NA
43	Class Committee	✓	Even pending ✓
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	pending ✓
47	Funded Projects		
48	Conducting orientation/induction programme for first years		
49	Remedial Register	✓	✓ (Date)
50	Alumini Visit and Meeting	✓	completed
51	Counselling	✓	completed


Findings :

12 files pending .

Suggestions for improvement :

Recaudit
13/10/23


Signature of the
Auditor


Signature of the
HOD


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


Signature of the
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 MASTER OF SOCIAL WORK (MSW)

Sl. No.	Files / Registers	2022-2023	Remarks
1	Vision/Mission of the department	✓	
2	Department profile	Incomplete	
3	Staff profile	✓	
4	Staff name list display	✓	
5	Student Profile		(2022-24) not available CGPA / GRADE NOT WRITTEN
6	Bridge Course File		Feedback, Permission letter ✓
7	Entry level test	NA	NA
8	Remedial for slow learners	✓	
9	List of students attending various add on courses	NIL ✓	NIL (NOT AVAILABLE)
10	Course file (individual staff)	✓	
11	Work Diary Register	✓	
12	List of students having Laptop – class wise		(NOT AVAILABLE)
13	ICT Register for staff/students	✓	Staff should write
14	Usage Register	✓	Individually
15	Feed Back Forms & Analysis Reports i) Students ii) Curriculum ✓ iii) Teachers iv) Alumini v) Parents		Forms to be printed & available ✓
16	Research File		X Publications, seminar NOT available
17	Consultancy File	NA	NA
18	Collaboration File		
19	Extension File	✓	ODD sem NOT available
20	Exposure File	✓	✓
21	Contribution to Department File	✓	✓
22	Student magazine	NA	NOT available
23	Department level quiz competitions, debate and discussions, cultural activities etc.	✓	only one available
24	Result analysis	✓	.
25	List of students at risk of dropout & reasons	✓	
26	List of University Rank Holders	✓	
27	Department meetings	✓	
28	Association Meetings	✓	(Photo missing) Report not available
29	Staff Council Meeting Report File	-	-
30	Academic Planning File (Annual Plan / Semester Plan)	✓	✓

Sl. No.	Files / Registers	2022-2023	Remarks
31	Orientation/Awareness/training programmes / Refresher/FDP		(only one available)
32	Workload and Time table	✓	
33	Curriculum File	✓	
34	Communications – College	✓	
35	Communications – University/Govt.		Recent not available
36	Communications – NAAC Steering Committee	-	-
37	Department Chronicle	✓	
38	Department toppers list	✓	
39	University Result File	✓	
40	Department Library	✓	List of books not available
41	Internal Marks	✓	
42	Lab Records	NA	NA
43	Class Committee	✓	
44	Extension activities/outreach programmes	✓	
45	PTA Visit Register	✓	
46	List of participants and winners	✓	
47	Funded Projects	NA	NA
48	Conducting orientation/induction programme for first years	✓	
49	Remedial Register	✓	
50	Alumini Visit and Meeting		Alumni Report of feedback not available
51	Counselling	✓	

52. Work adjustment Register

Incomplete.

Findings :

Student Profile, publications not available.
 In odd sem programmes not done. Staff have not attended / participated in seminar. Feedback not available.

Suggestions for improvement :

Staff participation in seminar, publications are needed.

Regard
 13/11/23

Signature of the Auditor

Signature of the HOD

Signature of the IQAC Co-ordinator

Signature of the Principal