

**INTERNAL ACADEMIC AUDIT REPORT FOR  
2019 – 2020 on 04.11.2020**

Academic audit have been carried out to understand the existing system and access the strengths and weakness of the department and administrative units to suggest the methods for improvement and for overcoming the weakness. It has also evaluate the optimum utilization of financial and other resources and to identify the opportunities availed to reforms that has been followed academically administratively and in examination. This type of audit helps to improvement of quality keeping in mind, the criteria and reports by NAAC and other bodies.

In general all the departments are aware about the need for academic policies of general level. Hence, in order to meet its objectives thus audit is combined with the physical inspection with a review of relevant documentation. Methodology of teaching and learning conducted for the different courses run by the department cross assessed in detail and functioning of laboratories and complete facility where analysed. Examination and evaluation system, outreach program conducted along with alumni and their contributions was maintained. Opportunities and scope of improvement in the major functional areas was analysed. Lastly the department is empowered and expected to express your views and give suggestions for the improvement of the system being followed by the college.

The audit team begin their visit for look at the various facilities available in the department viz., laboratories, computer facilities and the library and other facilities in the department which were accommodated in; students participation in fest seminars and cultural activities of diverse arrived throughout the year participate voluntarily in social and outreach programs. At an outset, the collaboration forged at international level providing avenues for self - expression and interaction among teachers and students. And the course offered by the department or college evidenced by the number of application that the college receive annually for admission

**Sri Sarada College for Women (Autonomous), Salem-16.**

**Internal Academic Audit for 2019-20 on 04.11.2020**

Sl.No	Department	Audit Committee Members	Signature of the Members
1	Tamil, Hindi, Sanskrit	Dr.C.Mohana Dr.Latha Sreedhar Tmt.N.Padmapriya	
2	English	Dr.D.Amsaveni Dr.R.Anbuvithya	
3	History	Dr.M.Abirami Dr.T.Ramya	
4	Economics	Dr.R.Mathammal Dr.G.K.Vanathi Nachiar	
5	Mathematics	Dr.G.Kalaiselvi Dr.R.Gomathi	
6	Statistics	Tmt.R.Anuradha Dr.J.Merlin Cynthia	
7	Physics	Dr.K.Gomathi Dr.M.Kanimozhi	
8	Chemistry	Tmt. Renie Johnson Dr.D.Gayathry	
9	Botany	Selvi. R.Thiruppathi Dr.P.Kanakarani	
10	Zoology	Dr.S.Maheswari Tmt.S.Sangeetha	
11	Home Science	Tmt.S.Anitha Dr.G.Poongavanam	
12	Computer Science	Dr.S.Anbuselvi Dr.V.Janaki	
13	Commerce	Dr.K.Nandhini Dr.V.Banumathi	

- 1.
- 2.
- 3.

4.11.20

**PRINCIPAL**  
**SRI-SARADA COLLEGE FOR WOMEN**  
**(Autonomous)**  
**SALEM - 636 016.**

**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM -16.**

**DEPARTMENT OF TAMIL**

**INTERNAL AUDIT - 2019-2020**

**DATE : 4-11-2020**

**INTERNAL ACADEMIC AUDIT MEMBERS**



1. Dr. Latha Sreedhar,  
Assistant Professor of Sanskrit,  
Sri Sarada College for Women, Salem – 16.
2. Dr. C.Mohana,  
Assistant Professor of Hindi,  
Sri Sarada College for Women, Salem – 16.

Internal Academic Audit was conducted for the Dept of Tamil on 04.11.2020. The audit was done in the Dept of Tamil at 10.30 a.m. The HoD and the Members of the Faculty were present in the Dept of Tamil for the audit. We had done the audit as per the guidelines with checklist. The following observations were made during the audit and the same is submitted for your kind perusal.

1. Staff Profile in Criteria VI is to be updated
2. In any other Special records - NME & EDC to be added
3. TEAMS recording & E content to be saved in CD or Dept. System
4. Disable friendly record to be updated
5. SWOC analysis to be restructured and updated

The HoD and the Members of the Faculty of Tamil were very cooperative and has shown all the necessary documents for verification and the meeting came to an end at 02.00 p.m.

**Signature:**

1.   
04/11/2020
2.   
04/11/2020

**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS) SALEM -16**

**DEPARTMENT OF HINDI**

**INTERNAL AUDIT - 2019-2020**

**DATE : 4-11-2020**

**INTERNAL ACADEMIC AUDIT MEMBERS**

1 Dr. Latha Sreedhar

Assistant Professor of Sanskrit

Sri Sarada College for Women (Autonomous), Salem -16

2 Tmt. N. Padmapriya

Assistant Professor of Statistics

Sri Sarada College for Women (Autonomous), Salem -16


Internal academic audit was conducted for the department of Hindi on 04.11.2020. The audit started at 03.00 p.m. Dr. C. Mohana was present for the audit. The audit was done as per the audit checklist. The following observations were made during the audit and the same is submitted for your kind perusal.

1. Staff Profile to be filed
2. Certificates course – certificates printout should be taken
3. Question Bank Volumes should be maintained as hardcopy.
4. Mentor - mentee report for the year 2019-20 yet to be finished.

Dr. C. Mohana was very supportive during the audit. Meeting came to end by 04.30.p.m.

**Signature**

1.   
04/11/2020

2.   
04/11/2020

**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM -16.**

**DEPARTMENT OF SANSKRIT**

**INTERNAL AUDIT - 2019-2020**

**DATE : 4-11-2020**

**INTERNAL ACADEMIC AUDIT MEMBERS**

1. Dr. C.Mohana,  
Assistant Professor of Hindi,  
Sri Sarada College for Women, Salem – 16.
2. Mrs.N. Padmapriya, Assistant Professor of Statistics,  
Sri Sarada College for Women, Salem – 16.



Internal Academic Audit was conducted for the Dept of Sanskrit on 04.11.2020.

The audit was done in the Dept of Sanskrit at 03.00 p.m. Dr. Latha Sreedhar was present for the audit. We had done the audit as per the guidelines with checklist. We would like to submit the following observations during the audit.

1. Dept Profile is to be updated
2. Staff Profile is to be filed
3. Mentor- Mentee minutes (19-20) to be finished
4. Certificates of Certificate course hard copies to be collected
5. Copy of the syllabus focusing on skill development/employability/ entrepreneurship to be filed.

Dr. Latha Sreedhar was very cooperative and has shown all the necessary documents for verification and the meeting came to an end at 04.30 p.m.

Signature:

1.   
04/11/2020
2.   
04/11/2020

**SRI SARADA COLLEGE FOR WOMEN(AUTONOMOUS), SALEM-16**

**DEPARTMENT OF ENGLISH  
INTERNAL ACADEMIC AUDIT**

**2019-2020**

**DATE : 04.11.2020**

**INTERNAL ACADEMIC AUDIT MEMBERS:**

**1. Dr.D. Amsaveni**

**Assistant Professor of Mathematics  
Sri Sarada College for Women (Autonomous)  
Salem-16**

**2. Dr.R. Anbuvietha**

**Assistant Professor of Mathematics  
Sri Sarada College for Women (Autonomous)  
Salem-16.**

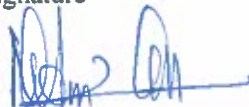
Internal academic audit was conducted for the department of English on 04.11.2020. The audit was started at 10.30 a.m. The head of the department and faculty members of English department were present for the audit. We had done the audit as per the guidelines with checklist. We would like to submit the following observations during the audit.

1. Result analysis should be maintained year wise
2. Heading should be given for SWOC Analysis
3. Link for MS teams recordings should be furnished
4. E-content should be saved in CD for display
5. Evidence for placement details of students to be maintained in the department
6. A separate list of consumer club students to be maintained year wise.
7. A separate record of Eco-friendly practice should be maintained.

The department members were very cooperative and supportive during the audit. The meeting came to end by 1.30 p.m.

Signature

1.



2.



**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM – 16**  
**DEPARTMENT OF HISTORY**  
**INTERNAL ACADEMIC AUDIT**  
**2019 – 2020**  
**DATE : 04-11-2020**

**INTERNAL ACADEMIC AUDIT MEMBERS:**

**Dr. M. ABIRAMI**

**Assistant Professor of Commerce,  
Sri Sarada College for Women (Autonomous)  
SALEM – 16.**

**Dr. T. RAMYA**

**Assistant Professor of Commerce,  
Sri Sarada College for Women (Autonomous)  
SALEM – 16.**

Internal academic audit was conducted for the department of History on 04-11-2020. The audit was started at 11.00 a.m. The Head of the department and the faculty members of History department were present for the audit. We had done the audit as per the guidelines with checklist provided. We would like to submit the following observations during the audit.

1. UG Extension Activity Report should be maintained.
2. Publication evidence for the year should be maintained.
3. Alumni details to be maintained year wise.
4. Evidence for the certificate & diploma course should be maintained.
5. Report for 'Eco-friendly practice' should be maintained.

The department members were very cooperative and supportive during the audit. The meeting came to end by 1.30pm.

Signature

1. 

2. 

**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM-16**

**DEPARTMENT OF ECONOMICS**

**INTERNAL ACADEMIC AUDIT**

**2019-2020**

**DATE: 04.11.2020**

**INTERNAL ACADEMIC AUDIT MEMBERS**

1. Dr. R. Mathammal,  
Associate Professor of Physics,  
Sri Sarada College for Women (Autonomous),  
Salem-16.
2. Dr. G.K. Vanathi Nachiyar,  
Associate Professor of Physics,  
Sri Sarada College for Women (Autonomous),  
Salem-16.

Internal academic audit was conducted for the department of Economics on 04.11.2020. The audit was started at 10.30 a.m. The head of the department and faculty members of Economics department were present for the audit. We had done as per the guidelines with checklist. We would like to submit the following observations during the audit.

The quality of work done by the department was good. Each and every record was kept very neat and tidy. All the documents for the concerned criteria were available in separate booklets and the evidences were available for each criteria.

The department members were very cooperative and supportive during the audit. The meeting came to end by 1.30 p.m.

**Highlights of the Department**

1. Interdepartmental workshops with four other departments.
2. Environmental audit with Global consultancy.



Signature:

1. *R. Mathammal*
2. *G.K. Vanathi Nachiyar*



**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS)**  
Reaccredited with 'A' Grade by NAAC  
Affiliated to Periyar University  
Salem – 636 016

**MINUTES OF THE INTERNAL ACADEMIC AUDIT – 2019-2020**

**DEPARTMENT OF MATHEMATICS**

**DATE: 04.11.2020**

Minutes of the Internal Academic Audit conducted on 04.11.2020 to check the records and documents maintained in the Department of Mathematics for the academic year 2019 – 2020. The internal academic audit members were as follows:



1. Dr. G. Kalaiselvi  
Assistant Professor of Botany  
Sri Sarada College for Women (Autonomous)  
Salem – 636 016
2. Dr. R. Gomathi  
Assistant Professor of Botany  
Sri Sarada College for Women (Autonomous)  
Salem – 636 016

Auditing was done by both the members as prescribed in the check list. The following observations were made:

- All the records were documented and neatly maintained.
- Details on Alumni and a few certificates on Students Achievement - Sports, Cultural and other competitions, Certificate and Diploma Course evidences and e-Governance need to be collected.



**Signature of Internal Audit Members**

1.  4/11/2020
2.  4/11/2020

# INTERNAL AUDIT REPORT OF DEPARTMENT OF STATISTICS

Date: 4.11.2020


## AUDIT MEMBERS:

Dr. J. Marlin Cynthia  
Assistant Professor of Zoology,  
Sri Sarada College for Women, Salem-16

Mrs. Anuradha. R  
Assistant Professor of History,  
Sri Sarada College for Women, Salem-16

The internal audit for the academic year 2019-2020 was carried out in the Department of statistics. The data given in the format was checked with the respective files. It was suggested to correct few data with respect to Group project, Mentor Mentee list and Major follow up action initiated. The given changes were carried out and corrections were made. Irrespective of the above mentioned file other files were found to be correct

## Signatures of the Auditors

1.  4/11/2020.
2. R. Anuradha 4/11/2020.

**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS)**  
**Reaccredited with 'A' Grade by NAAC**  
**Affiliated to Periyar University**  
**SALEM -636 016**

**MINUTES OF THE INTERNAL ACADEMIC AUDIT – 2019-20**

**DEPARTMENT OF PHYSICS**

**DATE: 04.11.2020**

Minutes of the Internal Academic Audit conducted on 04.11 2020 to check the records and documents maintained in Department of Physics for the academic year 2019-2020.

The Internal Audit Members are Dr. K.Gomathi and Dr. M.Kanimozhi, Assistant Professors of Home Science, Sri Sarada College for Women (Autonomous), Salem – 16.

The following observations are made during the Internal Audit:

- All the records and documents are maintained properly year wise.
- The department profile need to be completed.
- SWOC analysis for the department has to be prepared.
- Anti-Ragging Affidavits for few year are missing.
- Professional development programmes registration yet be filed.

  
4/11/2020

  
4/11/2020

Signature of the Internal Audit Members

## Internal Academic Audit Report

Name of the Department: CHEMISTRY

Date: 04.11.2020

Name, Designation and Address of Internal Academic Audit Experts:

1. Mrs. Renie Johnson

Assistant Professor of English

Sri Sarada College for Women (Autonomous),  
Salem-16.

*JRenie*

2. Dr.D.Ghayathry

Assistant Professor of English

Sri Sarada College for Women (Autonomous),  
Salem-16.

*D. Ghayathry*

Internal Academic Audit members Mrs. Renie Johnson and Dr. D. Ghayathry, Assistant Professors from the Department of English visited the Department of Chemistry for Internal Academic Audit on 04.11.2020. All the 29 files and documents were provided as required and were found to be correct. We recommend Consultancy record to be maintained in future. Pertaining to other documents to be maintained in the department – Criterion wise, under Criteria II – 4 Mentor-mentee was partially completed and it was accepted to complete the file at the earliest.

The highlighting factor was the recordings of the faculty in MS Teams maintained as soft copy. Another prominent feature was the document related to the professional development programmes by the faculty.



*Hushby*  
04.11.20

*HOD of Chemistry*

SARADA COLLEGE FOR WOMEN (AUTONOMOUS), SALEM -16

DEPARTMENT OF BOTANY

INTERNAL ACADEMIC AUDIT

2019-20

DATE: 04.11.2020

INTERNAL ACADEMIC AUDIT MEMBERS:


1. Dr.R.Thiruppathi  
Assistant Professor of Economics  
Sri Sarada College for Women (Autonomous)  
Salem-16
2. Dr.P.Kanakarani  
Assistant Professor of Economics  
Sri Sarada College for Women (Autonomous)  
Salem-16

Internal academic audit was conducted for the department of Botany on 04.11.2020. The audit was started at 10.00 am. The Head of the Department and faculty members of Botany department were present for the audit. We had done the audit as per guidelines with checklist.

They have maintained all the records properly as per the checklist. The department members were very cooperative and supportive during the audit. The meeting came to end by 3.00 pm.

Signature

1.  malth  
[R. THIRUPPATHI] 4/11/2020

2.   
[P. KANAKARANI] 4.11.2020

**Sri Sarada College for Women (Autonomous), Salem-16**  
**Internal Academic Audit (2019-2020)**

**Department of Zoology**

**Date: 04.11.2020**



**Audit Members:**

1. Dr. S.Maheswari  
Assistant Professor of English  
Sri Sarada College for Women (Autonomous)  
Salem-16
2. Mrs. S.Sangeetha  
Assistant Professor of English  
Sri Sarada College for Women (Autonomous)  
Salem-16

**Feedback:**

The Internal Academic Audit was conducted on 04.11.2020. The audit team visited the Department of Zoology at 10.00 a.m. and the audit started at 10.05 a.m. The Head and other faculty members of the Department were present during the audit. The audit was conducted by using the check list provided by the academic audit committee. The files for the academic years 2014-15 to 2018-19 had been neatly arranged and displayed.

The following observations were made by the audit team:

- Offer letters should be enclosed with the list of students placed.
- Consolidated name list should be enclosed with the evidence of competitive examinations.
- E-content should be provided in a CD.
- Question bank, Anti-Ragging affidavits and counselling books should be arranged year wise.
- *Staff profile and department PPT should be completed*

Along with the Internal Academic Audit, the academic audit for the year 2019-2020 was also done.

The members of the department cooperated well with the audit team. The audit was completed at 1.00 p.m.

#### Signature of the Audit Team

1. *S. Mahalingam*  
4/11/2020 [DR. S. MAHESWARAI]
2. *Sangeetha.S*  
4/11/20 [MRS. S. SANGEETHA]

**SRI SARADA COLLEGE FOR WOMEN  
(AUTONOMOUS), SALEM - 16  
Reaccredited with 'A' Grade by NAAC  
Affiliated to Periyar University  
SALEM -636 016**

**Internal Academic Audit (2019 -2020)  
Department of Home Science  
Date: 04.11.2020**



**Audit Members:**

- 1. Mrs.S.Anitha**  
Assistant Professor of Tamil  
Sri Sarada College for Women (Autonomous)  
Salem-16.
- 2. Dr.G.Poongavanam**  
Assistant Professor of Tamil  
Sri Sarada College for Women (Autonomous)  
Salem-16.



**MINUTES OF THE INTERNAL ACADEMIC AUDIT MEETING (2019-20)**

**DEPARTMENT OF HOME SCIENCE**

**DATE: 04.11.2020**

The Internal Academic Audit Committee perused all the evidences and registered their comments as appreciations and suggestions.

**Appreciations**

- Neat display of Files, Records and Photo gallery
- Faculty team work

**Suggestions**

- Provide as per Annexure details
- Academic Council 2015 – 2016 need to be collected
- Criteria VI – Photo gallery yet to be prepared

1.  04/11/2020

2.  4/11/2020

Signature of the Internal Audit Members

 04/11/2020  
Head of the Department

## Internal Academic Audit Report

Name of the Department: Computer Science

Date: 04.11.2020

Name, Designation and Address of Internal Academic Audit Experts:

1. Dr.S.Anbuselvi

Assistant Professor of Chemistry

Sri Sarada College for Women (Autonomous),

Salem-16.

2. Dr,V.Janaki

Assistant Professor of Chemistry

Sri Sarada College for Women (Autonomous),

Salem-16.

Internal Academic Audit members Dr.S.Anbuselvi and Dr. V.Janaki, Assistant Professors from the Department of Chemistry visited the Department of Computer science for Internal Academic Audit on 04.11.2020. All the files and documents were verified and the files need to be compiled and updated are Academic council meeting details, Stock registers, Student achievement certificate, Alumni details, Certificate course details, Result analysis, SWOC analysis, Waste management records, AIF records. The other minor updations are mentioned in the check list. The appreciable factors are conduction of add on courses and intercollegiate technical symposium



1. *[Signature]* 4/11/2020.

2. *[Signature]*  
4/11/2020

**SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS)**  
**Reaccredited with 'A' Grade by NAAC**  
**Affiliated to Periyar University**  
**SALEM -636 016**

**MINUTES OF THE INTERNAL ACADEMIC AUDIT – 2019-20**

**DEPARTMENT OF COMMERCE**

**DATE: 04.11.2020**

Minutes of the internal academic audit is conducted on 04.11 2020 to check the records and documents maintained in Department of Commerce for the academic year 2019-2020.

The Internal Audit Members are Dr. V.Banumathi and Dr. K.Nandhini, Assistant Professor of Tamil, Sri Sarada College for Women (Autonomous), Salem – 16.

The following observations are made during the Internal Audit:

- The records and documents are maintained
- Guest Lecture Organised – 2016 – 17 Personality Development Skills Report  
Pending
- The Staff Profile need to be completed.
- 2014 – 15 Diploma course Certificate need to be Collected.
- Online latest Certificate and Journals Details Soft Copy only Available .
- Criteria – VII all Documents are Soft Copy Only Available .
- Library Books are not Presented.
- Students Higher Studies evidence need to be collected.

Signature of the Internal Audit Members

1. Dr.V.Banumathi

  
4/11/2020

2. Dr.K.Nandhini

  
4/11/2020