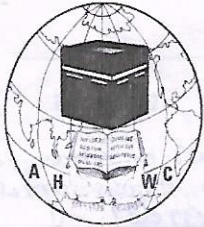




Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
(A Unit of As-Sathiq Educational Society)
(Affiliated to Manonmaniam Sundaranar University)

INTERNAL ACADEMIC AUDIT REPORT

2018 – 2023



Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
(A Unit of As-Sathiq Educational Society)
(Affiliated to Manonmaniam Sundaranar University)



Internal Quality Assurance Cell

Internal Academic Audit 2022 – 2023

Department: *Commerce Batch I*

Date: *22.05.2023*

Time: *2.00 p.m.*

Curricular				
Sl. No.	Documents	Yes	No	Remarks
1.	Faculty Profile	✓		
2.	Workload / Timetable	✓		
3.	Curriculum Planning and Execution	✓		
4.	ICT Enabled Teaching / E-Content	✓		
5.	Students Profile	✓		
6.	Mentoring System	✓		
7.	Continuous Internal Assessment	✓		
8.	Result Galley / Result Analysis	✓		
9.	Remedial Classes for Slow Learners	✓		
10.	Seminars / Webinars / Workshop	✓		
11.	Add on skills & Certificate Courses			<i>Brochure, Cover slip + Summary report to be attached</i>
12.	Faculty Participation in FDP / Refresher Course	✓		
13.	Publications in UGC Care List Journals	✓		

Sl. No.	Documents	Yes	No	Remarks
14.	Student Participation in Curricular and Extracurricular Activities			Must be arranged in Chronological order
15.	Stock Register (Laboratory / Furniture)	✓		
16.	Infrastructure (Classrooms, Laboratories, Staffroom)	✓		
17.	Department Library	✓		
18.	Department Events	✓		
19.	Higher Education	✓		
20.	Placement	✓		
21.	Students Exam Grievances	✓		
22.	Experiential Learning / Participative Learning / Problem Solving	✓		
23.	MOU and Collaboration / Linkage	✓		
24.	Department Minutes Book	✓		
25.	Feedback File and Action Taken Report (ATR)	✓		
26.	Industrial Visit	✓		
27.	Project / Field Work / Internship			Signature of the staff in charge missing in the project thesis
28.	Students Scholarship / Freeship	✓		
29.	Students Grievance File	✓		

Internal Academic Audit

Suggestions (if any)

1. Arrange the students' Participation file in chronological Order.
2. Attach the internship report.
3. Prepare Summary report for the certificate courses and attach brochure, covering letter for the same in the file.
4. Get signature in the Mini/Major project.

Audited by Dr. R. ANURADHA

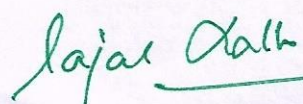
 22/05/2023

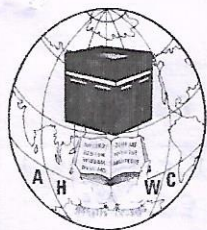
Name & Signature of the staff
Head of the Department
CHEMISTRY
ANNAI HAJIRA WOMEN'S COLLEGE,
MELAPALAYAM - 627 005.

(With Seal & Date)

Action Taken Report.
The above said suggestions regarding students' Participation file, Add-on/Certificate Courses and Mini/Major Project report (thesis) have been resolved on 30.05.2023.

 21/06/2023
Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam

 2/6/23
Chairman, IQAC
Annai Hajira Women's College³
Melapalayam



Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
(A Unit of As-Sathiq Educational Society)
(Affiliated to Manonmaniam Sundaranar University)



Internal Quality Assurance Cell

Internal Academic Audit 2022 – 2023

Department: *Mathematics*

Date: *26.05.2023*

Time: *11.am*

Curricular				
Sl. No.	Documents	Yes	No	Remarks
1.	Faculty Profile	✓		
2.	Workload / Timetable	✓		
3.	Curriculum Planning and Execution	✓		
4.	ICT Enabled Teaching / E-Content	✓		
5.	Students Profile	✓		
6.	Mentoring System	✓		
7.	Continuous Internal Assessment	✓		
8.	Result Galley / Result Analysis	✓		
9.	Remedial Classes for Slow Learners	✓		
10.	Seminars / Webinars / Workshop	✓		
11.	Add on skills & Certificate Courses			<i>Summary Report Needed</i>
12.	Faculty Participation in FDP / Refresher Course	✓		
13.	Publications in UGC Care List Journals	✓		

Sl. No.	Documents	Yes	No	Remarks
14.	Student Participation in Curricular and Extracurricular Activities			Content Page need in Even file
15.	Stock Register (Laboratory / Furniture)			Format to be corrected
16.	Infrastructure (Classrooms, Laboratories, Staffroom)	✓		
17.	Department Library	✓		
18.	Department Events	✓		
19.	Higher Education	✓		
20.	Placement	✓		
21.	Students Exam Grievances	✓		
22.	Experiential Learning / Participative Learning / Problem Solving	✓		
23.	MOU and Collaboration / Linkage	✓		
24.	Department Minutes Book	✓		
25.	Feedback File and Action Taken Report (ATR)	✓		
26.	Industrial Visit	✓		
27.	Project / Field Work / Internship	✓		
28.	Students Scholarship / Freeship			Student name should be corrected
29.	Students Grievance File			ATR Required

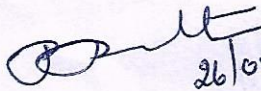
Internal Academic Audit

Suggestions (if any)

1. Summary Report for Add on skills to be prepared.
2. Prepare Content page for students participation file
3. Go with correct format for Department Stock Register.
4. Action taken report for student grievances file has to be prepared.
5. Correct the names of the students in the Scholarship file as per the names in National Scholarship Portal.

Audited by

Dr. P. Parivathy


26/05/23

Name & Signature of the staff
Head of the Department
COMMERCE
Annai Hajira Women's College,
Melapalayam - 627 005.

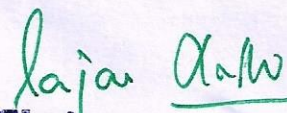
(Seal Date)

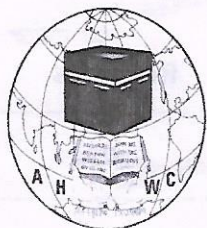
Action Taken Report

The recommendation concerning Add on Skill, Students Participation file and Students grievances file as suggested in Internal Academic Audit have been rectified and resolved on 30.5.2023.


2/06/2023

Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam


2/6/23
Chairman, IQAC
Annai Hajira Women's College
Melapalayam



Annai Hajira Women's College

Melapalayam, Tirunelveli - 05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



Internal Quality Assurance Cell

Internal Academic Audit 2021 - 2022

Department: *Chemistry*

Date: *05/05/2022*

Time: *10.30 a.m*

Curricular				
Sl. No.	Documents	Yes	No	Remarks
1.	Faculty Profile	✓		
2.	Workload / Timetable	✓		
3.	Curriculum Planning and Execution	✓		
4.	ICT Enabled Teaching / E-Content	✓		
5.	Students Profile	✓		
6.	Mentoring System	✓		
7.	Continuous Internal Assessment	✓		
8.	Result Galley / Result Analysis	✓		
9.	Remedial Classes for Slow Learners			<i>Prepare summary report</i>
10.	Seminars / Webinars / Workshop	✓		
11.	Add on skills & Certificate Courses	✓		
12.	Faculty Participation in FDP / Refresher Course	✓		
13.	Publications in UGC Care List Journals			<i>Highlight Author</i>

Sl. No.	Documents	Yes	No	Remarks
14.	Student Participation in Curricular and Extracurricular Activities	✓		
15.	Stock Register (Laboratory / Furniture)	✓		
16.	Infrastructure (Classrooms, Laboratories, Staffroom)	✓		
17.	Department Library	✓		
18.	Department Events	✓		
19.	Higher Education	✓		
20.	Placement	✓		
21.	Experiential Learning / Participative Learning / Problem Solving	✓		
22.	MOU and Collaboration / Linkage	✓		
23.	Department Minutes Book	✓		
24.	Feedback File and Action Taken Report (ATR)	✓		
25.	Industrial Visit	✓		
26.	Project / Field Work / Internship	✓		
27.	Students Scholarship / Freeship	✓		
28.	Students Grievance File	✓		

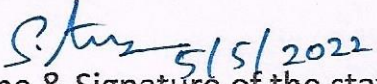
Internal Academic Audit

Suggestions (if any)

1. Summary report for remedial classes to be prepared
2. Highlight author name in publications.

Audited by


Dr. S. ANANTHALAKSHMI

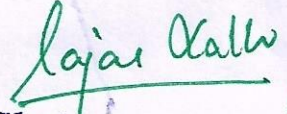

Name & Signature of the staff
Head of the Department of
Mathematics
Annai Hajira Women's College
Melapalayam

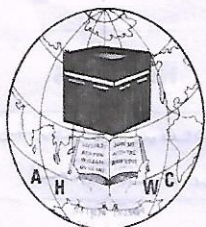
(With Seal & Date)

Action taken report

The above mentioned recommendations on summary report for remedial classes and highlighting author name in publications as suggested in internal academic audit have been rectified on 10/5/2022


/ 12/5/2022
Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam


12/5/22
Chairman, IQAC
Annai Hajira Women's College³
Melapalayam



Annai Hajira Women's College

Melapalayam, Tirunelveli - 05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



Internal Quality Assurance Cell

Internal Academic Audit 2021 - 2022

Department: ENGLISH

Date: 05.05.2022

Time: 12.00 pm

Curricular				
Sl. No.	Documents	Yes	No	Remarks
1.	Faculty Profile	✓		
2.	Workload / Timetable	✓		
3.	Curriculum Planning and Execution	✓		
4.	ICT Enabled Teaching / E-Content	✓		
5.	Students Profile	✓		
6.	Mentoring System	✓		
7.	Continuous Internal Assessment	✓		
8.	Result Galley / Result Analysis	✓		
9.	Remedial Classes for Slow Learners	✓		
10.	Seminars / Webinars / Workshop	✓		
11.	Add on skills & Certificate Courses	✓		
12.	Faculty Participation in FDP / Refresher Course	✓		
13.	Publications in UGC Care List Journals			Increase number of publications

Sl. No.	Documents	Yes	No	Remarks
14.	Student Participation in Curricular and Extracurricular Activities			Documentation to be maintained
15.	Stock Register (Laboratory / Furniture)	✓		
16.	Infrastructure (Classrooms, Laboratories, Staffroom)	✓		
17.	Department Library	✓		
18.	Department Events	✓		
19.	Higher Education	✓		
20.	Placement	✓		
21.	Experiential Learning / Participative Learning / Problem Solving	✓		
22.	MOU and Collaboration / Linkage	✓		
23.	Department Minutes Book	✓		
24.	Feedback File and Action Taken Report (ATR)	✓		
25.	Industrial Visit			Visit newspaper publication press
26.	Project / Field Work / Internship	✓		
27.	Students Scholarship / Freeship	✓		
28.	Students Grievance File			Write the action taken report

Internal Academic Audit

Suggestions (if any)

- 1) Documentation must be maintained properly for students participation file.
- 2) Disciplinary action file has to be maintained.
- 3) Student grievance file with action taken report to be maintained.
- 4) Regarding journalism students can visit newspaper publication press. (The Hindu)
- 5) Increase the number of publications by all staff members in reputed journals.

Audited by

Mrs. P. S. ANITHA

P. S. *[Signature]*
5/5/2022

Name & Signature of the staff

Head of the Department of
Computer Science
Annai Hajira Women's College,
Melapalayam.

(With Seal & Date)

Action Taken Report

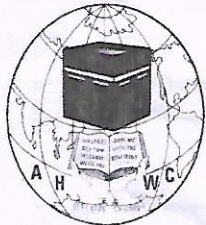
The prior suggestions regarding students participation file, students grievance file and industrial visit to The HNDU in Internal Academic Audit have been resolved on 13.05.2022.

[Signature] / 16/05/2022

Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam

[Signature] 16/5/22

Chairman, IQAC
Annai Hajira Women's College
Melapalayam



Annai Hajira Women's College
Melapalayam, Tirunelveli - 05
(A Unit of As-Sathiq Educational Society)
(Affiliated to Manonmaniam Sundaranar University)



Internal Quality Assurance Cell

Internal Academic Audit 2020 - 2021

Department: *Physics.*

Date: *24.08.2021.*

Time: *11.00 a.m.*

Curricular				
Sl. No.	Documents	Yes	No	Remarks
1.	Faculty Profile	✓		
2.	Workload / Timetable	✓		
3.	Curriculum Planning and Execution	✓		
4.	E-Content	✓		
5.	Students Profile	✓		
6.	Mentoring System	✓		
7.	Continuous Internal Assessment	✓		
8.	Result Galley / Result Analysis	✓		
9.	Webinars / Workshop			<i>Seminars/ Webinars have to be organised.</i>
10.	Faculty Participation in FDP / Refresher Course	✓		
11.	Publications in UGC Care List Journals	✓		
12.	Student Participation in Curricular and Extracurricular Activities			<i>Content page needed by Events' File.</i>
13.	Stock Register (Laboratory / Furniture)	✓		

Sl. No.	Documents	Yes	No	Remarks
14.	Infrastructure (Classrooms, Laboratories, Staffroom)	✓		
15.	Department Library	✓		
16.	Department Events	✓		
17.	Higher Education	✓		
18.	Placement	✓		
19.	Experiential Learning / Participative Learning / Problem Solving	✓		
20.	MOU and Collaboration / Linkage	✓		
21.	Department Minutes Book	✓		
22.	Feedback File and Action Taken Report (ATR)	✓		
23.	Industrial Visit	✓		
24.	Project / Field Work			Need Internships.
25.	Students Scholarship / Freeship	✓		
26.	Students Grievance File	✓		

Internal Academic Audit

Suggestions (if any)

1. Seminars / webinars / workshops have to be organised.
2. Content page listing for Events' file has to be prepared.
3. Internship for students has to be organised.

Audited by

Dr. S. Subrammal @ kaka.




Name & Signature of the staff 24/8/2021

Head of the Department
Department of English
Annai Hajira Women's College,
Melapalayam

(With Seal & Date)

Action taken report

The suggestions pertaining to seminars / webinars / workshops and content page listing in the Internal Academic Audit have been appropriately resolved on 27.08.2021.



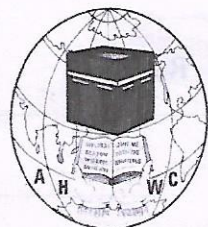
30/8/2021

Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam



30/08/21

Chairman, IQAC
Annai Hajira Women's College
Melapalayam



Annai Hajira Women's College

Melapalayam, Tirunelveli - 05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



Internal Quality Assurance Cell

Internal Academic Audit 2019 - 2020

Department: *Commerce-Batch II*

Date: *05.08.2020*

Time: *10.30 a.m.*

Curricular				
Sl. No.	Documents	Yes	No	Remarks
1.	Faculty Profile	✓		
2.	Workload / Timetable	✓		
3.	Curriculum Planning and Execution	✓		
4.	Students Profile	✓		
5.	Mentoring System	✓		
6.	Continuous Internal Assessment	✓		
7.	Result Galley / Result Analysis	✓		
8.	Seminars	✓		
9.	Faculty Participation in FDP / Refresher Course			<i>Merge faculty Participation with faculty Profile</i>
10.	Publications in UGC Care List Journals	✓		
11.	Student Participation in Curricular and Extracurricular Activities	✓		
12.	Stock Register (Laboratory / Furniture)	✓		
13.	Infrastructure (Classrooms, Laboratories, Staffroom)	✓		

Sl. No.	Documents	Yes	No	Remarks
14.	Department Library	✓		
15.	Department Events	✓		
16.	Higher Education	✓		
17.	Placement	✓		
18.	Experiential Learning / Participative Learning / Problem Solving	✓		
19.	MOU and Collaboration / Linkage	✓		
20.	Department Minutes Book	✓		
21.	Feedback File and Action Taken Report (ATR)	✓		
22.	Industrial Visit	✓		
23.	Project / Field Work			Arrange Internship Pl for students
24.	Students Scholarship / Free ship	✓		
25.	Students Grievance File	✓		

Internal Academic Audit

Suggestions (if any)

1. Faculty participation details has to be merged to faculty profile.
2. Introduce Add on / certificate courses to the students.
3. Internship for students has to be arranged.

Audited by

A. Aysha Nilobar

Aysha A

05.08.2020.


Name & Signature of the staff

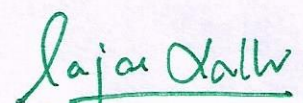
**Head of the Department
PHYSICS
Annai Hajira Women's College,
Melapalayam - 627 005.**

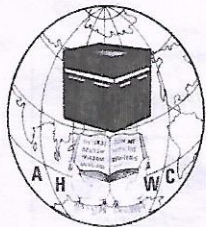
(Seal Date)

Action taken Report

The above mentioned recommendations regarding faculty profile and Add on / certificate courses suggested in Internal Academic Audit have been rectified on 11.08.2020.

 / 13/08/2020
**Co-ordinator, IQAC
Annai Hajira Women's College
Melapalayam**

 -
Chairman, IQAC 13/08/2020
3
**Annai Hajira Women's College
Melapalayam**



Annai Hajira Women's College

Melapalayam, Tirunelveli - 05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)



Internal Quality Assurance Cell

Internal Academic Audit

Academic Year 2018 - 2019

Department: *Computer Science*

Date: *10.04.2019*

Day: *wednesday*

Time: *11.30 am*

Curricular				
Sl. No.	Documents	Yes	No	Remarks
1.	Faculty Profile	✓		
2.	Workload / Timetable			<i>Full expansion of faculty name</i>
3.	Curriculum Planning and Execution	✓		
4.	Students Profile			<i>Verify Attendance records</i>
5.	Mentoring System	✓		
6.	Continuous Internal Assessment	✓		
7.	Result Galley / Result Analysis	✓		
8.	Seminars	✓		
9.	Faculty Participation in FDP / Refresher Course	✓		
10.	Publications in UGC Care List Journals			<i>Number of publications to be increased</i>
11.	Student Participation in Curricular and Extracurricular Activities	✓		
12.	Stock Register (Laboratory / Furniture)	✓		
13.	Infrastructure (Classrooms, Laboratories, Staffroom)	✓		

Sl. No.	Documents	Yes	No	Remarks
14.	Department Library	✓		
15.	Department Events	✓		
16.	Higher Education	✓		
17.	Placement	✓		
18.	Experiential Learning / Participative Learning / Problem Solving	✓		
19.	Department Minutes Book	✓		
20.	Feedback File and Action Taken Report (ATR)	✓		
21.	Industrial Visit	✓		
22.	Project / Field Work	✓		
23.	Students Scholarship / Free ship	✓		
24.	Students Grievance File	✓		

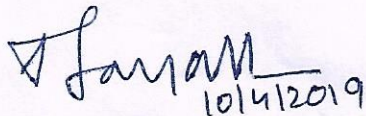
Internal Academic Audit

Suggestions (if any)

1. It is instructed to formalize Memorandum of understanding.
2. Verify the attendance records meticulously.
3. Write the full expansion of names of the faculty in the Master timetable.
4. Increase the number of publications in UGC core list journals.

Audited by

DR. A. JAYASHREE

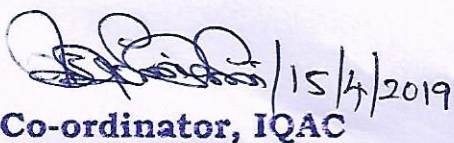

10/4/2019

Name & Signature of the staff

Department
Head of the Department
COMMERCE
Annai Hajira Women's College,
Melapalayam - 627 005.

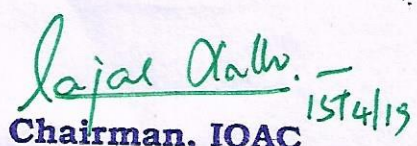
(Seal Date)

Action Taken Report
The above said suggestions on Attendance and Master Time Table
in Internal Academic Audit are rectified on 12.4.2019


15/4/2019
Co-ordinator, IQAC

Annai Hajira Women's College

3


15/4/19
Chairman, IQAC
Annai Hajira Women's College
Melapalayam