



## St. Anne's Degree College for Women

Permanently Affiliated to Bengaluru City University  
Recognized by UGC under Section 2(f), Accredited by NAAC  
An ISO 900:2015 Certified Institution  
#23, Cambridge Road, Halasuru, Bangalore- 560008

### INTERNAL QUALITY ASSURANCE CELL


#### CIRCULAR for INTERNAL ACADEMIC AUDIT 2021-22

**Date: 18.10.2022**

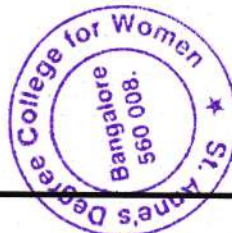
All the Departments, Cell, Clubs and Committee Heads are here by informed that **Internal Academic Audit** for the year 2021-22 will be conducted by IQAC as per the following Schedule:


Sl. No	Departments	Date	Timing	Venue
1.	Dept. of Commerce	28.10.2022	02.30 Pm to 03.30 Pm	Commerce Staff Room
2.	BCA & B.Sc. (PMC)	02.11.2022	02.30 Pm to 03.30 Pm	Main Staff Room
3.	BA & B.Sc. (Rehab)	03.11.2022	02.30 Pm to 03.30 Pm	Principal Room
4.	BBA & Dept. Of English	04.11.2022	02.30 Pm to 03.30 Pm	BBA Staff Room
5.	Languages(Hindi & Kannada)	07.11.2022	02.30 Pm to 03.30 Pm	Main Staff Room
6.	PG (M.Com, MA. & M.Sc.)	08.11.2022	02.30 Pm to 03.30 Pm	PG Staff Room
6.	All Cells, Clubs and Committees	09.11.2022 & 10.11.2022	02.30 Pm to 03.30 Pm	Principal Room

**Note:** All the documents should be attested and arranged in order according to the file numbers.

  
IQAC Co-ordinator

Internal Quality Assurance Cell (IQAC)  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru,  
Bengaluru - 560 008.



  
PRINCIPAL  
St. Anne's Degree College  
For Women  
#23, Cambridge Road, Halasuru



# St. Anne's Degree College for Women

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#23, Cambridge Road, Halasuru, Bangalore- 560008

## INTERNAL QUALITY ASSURANCE CELL

### INTERNAL ACADEMIC AUDIT

Report 2021-22

The Internal Academic Audit for the academic session 2021-22 was done by Ms. Sangita, the IQAC Coordinator. It was an 8 days audit which covered all the Departments, Cells, Clubs and Committees of the college. The documents were presented by the HODs, verified and suggestions were given by the IQAC coordinator.

The overall observations of the Academic Audit based on reviewing the information submitted by all the departments for the academic session 2021-22 and interacting with the faculty of the department the following observations were made:

Sl. No	Departments	Date	Timing	Venue
1.	Dept. of Commerce	28.10.2022	01.00 Pm to 02.00 Pm	Commerce Staff Room
2.	BCA & B.Sc. (PMC)	02.11.2022	01.00 Pm to 02.00 Pm	Main Staff Room
3.	BA & B.Sc. (Rehab)	03.11.2022	01.00 Pm to 02.00 Pm	Principal Room
4.	BBA & Dept. Of English	04.11.2022	01.00 Pm to 02.00 Pm	BBA Staff Room
5.	Languages(Hindi & Kannada)	07.11.2022	01.00 Pm to 02.00 Pm	Main Staff Room
6.	PG (M.Com, MA. & M.Sc.)	08.11.2022	01.00 Pm to 02.00 Pm	PG Staff Room
6.	All Cells, Clubs and Committees	09.11.2022 & 10.11.2022	01.00 Pm to 02.00 Pm	Principal Room



## **Day 1: 28-10-2022**

### **Department of Commerce:**

- The teaching learning process included ICT
- Participation of faculty in Seminar, FDP, Conferences is very good
- Organization of Seminars is good
- Department fest were organized related to the subjects
- Research Projects are lacking in the department
- Success Rate of students is excellent
- Achievement of the Department is Excellent with students featuring as Rank Holders in the University Examination and cent person scores in subjects
- Student participation in extension activity is good
- Books published for University subjects
- The arrangement of remedial classes and advanced learners programme were good.
- Publication of papers is average

## **Day 2: 2-11-2022**

### **Department of Computer Application:**

- The Teaching learning process includes usage of ICT
- Research Projects in the department is good
- Organization of Seminar and fests is very good
- Participation of faculty in Seminar, FDP is satisfactory
- Success Rate of the students is good
- Placement of students is excellent
- Experiential learning like industrial visit organized
- Publication of papers is good
- Student participation in extension activity is excellent
- Best Practice of the department is excellent

### **Department of Science (PMC):**

- The Teaching learning process is good
- Research Projects is lacking in the departments
- Organization of Seminar and guest lectures is good
- Participation of faculty in Seminar, FDP is good
- Success Rate of the students is good with centum scorers in University Examination
- Placement of students is average
- Publication of papers is lacking



- Student participation in extension activity is lacking

### **Day 3: 3-11-2022**

#### **Department of Humanities:**

- The Teaching learning methodology is good
- University work is lacking
- Research Projects is lacking
- Participation of faculty in Seminar, FDP is lacking
- Organization of Seminars is very good
- Success Rate of the students is good
- Placement of students is average
- Student participation in extension activity is very good

#### **Department of Rehabilitation Science:**

- The Teaching learning methodology is good
- Research Projects is lacking
- Participation of faculty in Seminar, FDP is good
- Success Rate of the students is Excellent
- Placement of students is average
- Publication of papers is good
- Student participation in extension activity is good
- University related work is good

### **Day 4: 4-11-2022**

#### **Department of Business Administration:**

- The Teaching learning process is good
- Teaching pedagogy involves Participatory learning methods like Case Study and Group Discussion
- Research Projects is lacking in the departments
- Organization of Seminar is very good
- Participation of faculty in Seminar, FDP is good
- Success Rate of the students is good
- Placement of students is nil
- Publication of papers is good
- Student participation in extension activity is good



### **Department of English:**

- The teaching according to the academic schedule is good.
- Lack of Research Projects of the department.
- Organization of Seminars is good
- Participation in seminar / symposia by the faculty members is good.
- Number of publication and quality of publication is average.
- Success rate of the student is good.
- University related work is good.

### **Day 5: 7-11-2022**

### **Department of Hindi:**

- The teaching according to the academic schedule is good.
- Participation in seminar / symposia by the faculty members is very good.
- Organization of Seminars is Good
- Organising Hindi Bhasha Utsav was very good
- No. of publication is average.
- Success rate of the student is excellent.
- University related work is excellent

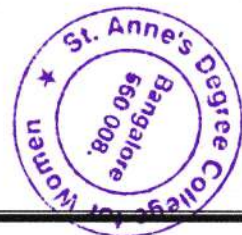
### **Department of Kannada:**

- The teaching according to the academic schedule is good.
- The arrangement of tutorial class is average.
- Research guidance is very good.
- The number of Research Projects of the department is lacking.
- Participation in seminar / symposia by the faculty members is very good.
- No. of publication is good.
- Success rate of the student is very good.
- No. of Book Published is good.
- Kannada teaching classes to Non- Kannadigas is very good

### **Day 6: 8-11-2022**

### **Post-Graduation Department of Commerce:**

- The teaching learning process included ICT and was according to the schedule
- Participation of faculty in Seminar, FDP, Conferences is good
- Organization of Seminars is good
- Research Projects in the department is lacking



- Success Rate of students is excellent
- Achievement of the Department is Excellent with students featuring as Rank Holders in the University Examination and cent person scores in subjects
- Employment of student is satisfactory
- Student participation in extension activity is average

### **Post-Graduation Department of English:**

- The teaching learning process included ICT and was according to the schedule
- Participation of faculty in Seminar, FDP, Conferences is good
- Research Projects in the department is lacking
- Success Rate of students is good
- Employment of student is satisfactory
- Lack of Student participation in extension activity

### **Post-Graduation Department of Psychology:**

- The teaching learning process included ICT
- Participation of faculty in Seminar, FDP, Conferences is lacking
- Research Projects in the department is lacking
- Success Rate of students is good
- Placement of Students is satisfactory
- Lack of Student participation in extension activity

### **Day 7: 9-11-2022- Cells, Clubs and Committees**

The Following Cells have been verified:

1. **Student Welfare Organization (SWO)** -- The Cell has encouraged all the students to participate in various activities. This year also the cell has organized many cultural events which helped students to overcome their fear and build their personality. It was suggested to conduct more no. of activity based events.
2. **Anti - Sexual Harassment Cell** – The documents were arranged properly according to the format given by IQAC. All the events were related to Gender- Sensitization and guest lectures were conducted was excellent.
3. **ECO Club** – The Club organized Inter- Collegiate fest and many institutions have participated. The other events organized by the club were good and it was suggested to have many more awareness programme on Environmental issues.
4. **Research Forum** – The Seminars organized by the forum was excellent. It was suggested to encourage faculty and students to do more amount of Research work and publish papers in Seminars, Conferences and different types of Journals.



5. **Placement Cell** – The No. of students placed were excellent. It was suggested to bring more no. of Companies for placement of B.Sc. Rehabilitation Science and Humanities students also which was lacking.


### Day 8: 10-11-2022- Cells, Clubs and Committees

1. **RED Cross Cell** -- The Cell has done many programmes related to societal changes. The IQAC suggested conducting many more programme for the awareness of the student community.
2. **Grievance Cell** – The Cell has done a very excellent job of collecting all the grievances of the students and faculty and bringing on to the notice of the management and took prompt action in solving and the grievance register was maintained.
3. **Mother Gnanamma Cell** – The funds collected was distributed among the needy students and for the children who have lack of education.
4. **Human Rights Cell** – The cell have organized many awareness programmes related to the Human Rights. It was suggested to encourage students for extension activities also.
5. **NSS Unit** – The Unit has done one week camp in a rural village and encouraged students to help the society. All the documents were maintained.

  
IQAC Coordinator

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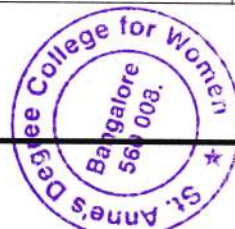
### INTERNAL QUALITY ASSURANCE CELL

#### LIST OF DOCUMENTS/FILES /BOOKS TO BE MAINTAINED BY THE UG AND PG DEPARTMENTS(SUBMIT AT THE END OF EACH SEMESTER)

for  
**INTERNAL ACADEMIC AUDIT**  
**2021-22**

**Department of B.SC (PMC)**

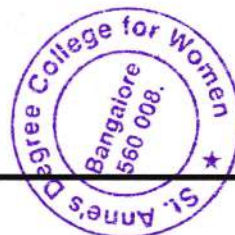
F.No.	File Name	Remarks	Follow Up
1.	SYLLABUS,PO,PSO,CO,VISION,MISSION	Completed	
2.	LIST OF SUBJECTS SEMESTER WISE	Completed	
3.	SUBJECT ALLOTMENT	Completed	
4.	WORK LOAD	Completed	
5.	CLASS WISE TIME TABLE-INFLIBNET,LIB,PT,LAB HOUR	Completed	
6.	INDIVIDUAL TIME TABLE-INFLIBNET HOUR,IBOSS,CLASS LIB HOUR	Completed	
7.	ACADEMIC CALENDER	Completed	
8.	MINUTES BOOK	Completed	
9.	WORK DONE DIARY	Completed	
10.	COURSE FILE OR LESSON PLAN	Completed	
11.	ATTENDANCE REGISTER FOR SUBJECTS	Completed	
12.	FUTURE PLAN OF THE DEPARTMENT	Completed	



13.	FACULTY PROFILE		
14.	FDP	Completed	
15.	PAPERS PUBLISHED/BOOKS PUBLISHED	Completed	
16.	PAPERS PRESENTED	Completed	
17.	LIST OF TEACHERS GUIDING PROJECTS	Completed	
18.	AWARDS	NIL	
19.	RECOGNITIONS	Completed	
20.	AMOUNT FUNDED BY MANAGEMENT TOWARDS EACH EVENT	Completed	
21.	VALUE ADDED PROGRAMS	NIL	
22.	BRIDGE COURSE	Completed	
23.	ORIENTATION PROGRAM FOR STUDENTS	NIL	
24.	INDUSTRIAL VISIT/STUDY TOURS	NIL	
25.	GUEST LECTURES	NIL	
26.	CONFERENCE OR SEMINARS ORGANIZED	Completed	
27.	DEPARTMENT FEST DETAILS	NIL	
28.	STUDENT PROGRESSION	Completed	
29.	MENTOR FILES	NIL	
30.	DEPARTMENT REPORTS	-	
31.	FEED BACK ON TEACHERS BY STUDENT	Completed	
32.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE SPORTS	NIL	
33.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE CULTURAL	Completed	
34.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE SEMINARS	Completed	
		Completed	



35.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN THE COLLEGE EVENTS(CULTURAL,SPORTS,OTHER INTERDEPARTMENT FEST)	Completed	
36.	REMEDIAL CLASSES	Completed	
37.	RESULT ANALYSIS	Completed	
38.	LIST OF DIFFERENTLY ABLED STUDENTS AND FOREIGN STUDENTS	NIL	
39.	PLACEMENT DETAILS	NIL	
40.	ALUMNI DETAILS	NIL	
41.	MICRO TEACHING/KNOWLEDGE SHARING	NIL	
42.	BEST PRACTICES-AS PER NAAC FORMAT	NIL	
43.	DEPARTMENT LIBRARY STOCK AND ISSUE REGISTER	Completed	
44.	LOG BOOK	Completed	
45.	QUESTION PAPER BANK	Completed	
46.	INTERNSHIP DOCUMENTS	NIL	
47.	VISITORS BOOK	NIL	
48.	PARENTS TEACHERS MEETING-DETAILS	Completed	
49.	COMMUNITY SERVICE -DOCUMENTS	NIL	
50.	GENERAL DOCUMENTS-(MISCELLANEOUS DOCUMENTS) (Internal Marks ,End- Sem & Mid-Sem Exam Marks)	Completed	
51.	ADD ON PROGRAMS	Completed	
52.	SAMPLE PROJECTS	NIL	
53.	SAMPLE ASSIGNMENTS	Completed	
54.	LAB DOCUMENTS	Completed	
55.	UNIVERSITY RANK HOLDERS DETAILS	Completed <del>NIL</del>	
56.	ICT CLASSES-SUBJECTS, TOPICS, NAME OF THE FACULTY, TOOLS	NIL	



57.	UNIVERSITY RELATED WORK	Completed	
58.	TEACHING LEARNING METHODOLOGY USED – DETAILS OF EXPERIENTIAL LEARNING, PROBLEM SOLVING AND PARTICIPATIVE LEARNING	Completed	
59.	LIST OF STUDENTS FOR EACH CLUB FROM FIRST, SECOND AND FINAL YEAR	Completed	
60.	DATA TEMPLATES	NIL	

*Dargali*  
10/11/2022  
**IQAC Coordinator**

Internal Quality Assurance Cell (IQAC)  
St. Anne's Degree College for Women  
#23, Cambridge Road, Halasuru,  
Bangalore - 560 008.

*S. S. L.*  
10/11/2022



*Nisla Joseph*

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for  
INTERNAL ACADEMIC AUDIT  
2021-22 *B.COM*

F.No.	File Name	Remarks	Follow Up
1.	SYLLABUS,PO,PSO,CO,VISION,MISSION	<i>Completed</i>	
2.	LIST OF SUBJECTS SEMESTER WISE	<i>Completed</i>	
3.	SUBJECT ALLOTMENT	<i>Completed</i>	
4.	WORK LOAD	<i>Completed</i>	
5.	CLASS WISE TIME TABLE-INFLIBNET,LIB,PT,LAB HOUR	<i>Completed</i>	
6.	INDIVIDUAL TIME TABLE-INFLIBNET HOUR,IBOSS,CLASS LIB HOUR	<i>Completed</i>	
7.	ACADEMIC CALENDER	<i>Completed</i>	
8.	MINUTES BOOK	<i>Completed</i>	
9.	WORK DONE DIARY	<i>Completed</i>	
10.	COURSE FILE OR LESSON PLAN	<i>Completed</i>	
11.	ATTENDANCE REGISTER FOR SUBJECTS	<i>Completed</i>	
12.	FUTURE PLAN OF THE DEPARTMENT	<i>Completed</i>	
13.	FACULTY PROFILE	<i>Completed</i>	



14.	FDP	Completed	
15.	PAPERS PUBLISHED/BOOKS PUBLISHED	Completed	
16.	PAPERS PRESENTED	Nil	
17.	LIST OF TEACHERS GUIDING PROJECTS	Nil	
18.	AWARDS	Completed	
19.	RECOGNITIONS	Completed	
20.	AMOUNT FUNDED BY MANAGEMENT TOWARDS EACH EVENT	Completed	
21.	VALUE ADDED PROGRAMS	Feedback to be analysed.	
22.	BRIDGE COURSE	Completed	
23.	ORIENTATION PROGRAM FOR STUDENTS	Completed	
24.	INDUSTRIAL VISIT/STUDY TOURS	Nil	
25.	GUEST LECTURES	Completed	
26.	CONFERENCE OR SEMINARS ORGANIZED	Completed	
27.	DEPARTMENT FEST DETAILS	Completed	
28.	STUDENT PROGRESSION	Completed	
29.	MENTOR FILES	Completed	
30.	DEPARTMENT REPORTS	Completed	
31.	FEED BACK ON TEACHERS BY STUDENT	Completed	
32.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE SPORTS	Completed	
33.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE CULTURAL	Completed	
34.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE SEMINARS	Completed	
35.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN THE	Completed	



	COLLEGE EVENTS(CULTURAL,SPORTS,OTHER INTERDEPARTMENT FEST)		
36.	REMEDIAL CLASSES	Completed	
37.	RESULT ANALYSIS	Completed	
38.	LIST OF DIFFERENTLY ABLED STUDENTS AND FOREIGN STUDENTS	Nil	
39.	PLACEMENT DETAILS	Completed	
40.	ALUMNI DETAILS	Completed	
41.	MICRO TEACHING/KNOWLEDGE SHARING	Completed	
42.	BEST PRACTICES-AS PER NAAC FORMAT	Format to be changed.	
43.	DEPARTMENT LIBRARY STOCK AND ISSUE REGISTER	Completed	
44.	LOG BOOK	Completed	
45.	QUESTION PAPER BANK	Completed	
46.	INTERNSHIP DOCUMENTS	Certificates to be filed	
47.	VISITORS BOOK	Completed	
48.	PARENTS TEACHERS MEETING-DETAILS	Completed	
49.	COMMUNITY SERVICE -DOCUMENTS	Completed	
50.	GENERAL DOCUMENTS-(MISCELLANEOUS DOCUMENTS)	Completed	
	<i>Internal Marks - Med Sem &amp; End Sem</i>		
51.	ADD ON PROGRAMS	Completed	
52.	SAMPLE PROJECTS	Nil	
53.	SAMPLE ASSIGNMENTS	Completed	
54.	LAB DOCUMENTS	Nil	
55.	UNIVERSITY RANK HOLDERS DETAILS	Nil	
56.	ICT CLASSES-SUBJECTS,TOPICS,NAME OF THE FACULTY, TOOLS	Completed	



57.	UNIVERSITY RELATED WORK	Completed	
58.	TEACHING LEARNING METHODOLOGY USED – DETAILS OF EXPERIENTIAL LEARNING, PROBLEM SOLVING AND PARTICIPATIVE LEARNING	Completed	
59.	LIST OF STUDENTS FOR EACH CLUB FROM FIRST, SECOND AND FINAL YEAR	Completed	
60.	DATA TEMPLATES	Completed	

*Arushi*  
28/10/22

Time 1:00 pm  
to 2:30 pm

*angita*

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*Nishe Joseph*

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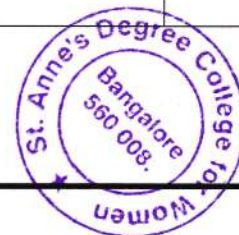
for  
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#### Department of BBA

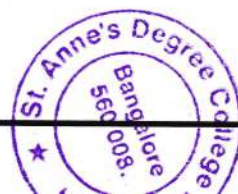
F.No.	File Name	Remarks	Follow Up
1.	SYLLABUS,PO,PSO,CO,VISION,MISSION	Completed	
2.	LIST OF SUBJECTS SEMESTER WISE	Completed	
3.	SUBJECT ALLOTMENT	Completed	
4.	WORK LOAD	Completed	
5.	CLASS WISE TIME TABLE-INFLIBNET,LIB,PT,LAB HOUR	Completed	
6.	INDIVIDUAL TIME TABLE-INFLIBNET HOUR,IBOSS,CLASS LIB HOUR	Completed	
7.	ACADEMIC CALENDER	Completed	
8.	MINUTES BOOK	Completed	
9.	WORK DONE DIARY	Completed	
10.	COURSE FILE OR LESSON PLAN	Completed	
11.	ATTENDANCE REGISTER FOR SUBJECTS	Completed	
12.	FUTURE PLAN OF THE DEPARTMENT	Completed	



13.	FACULTY PROFILE	Completed	
14.	FDP	Completed	
15.	PAPERS PUBLISHED/BOOKS PUBLISHED	Completed	
16.	PAPERS PRESENTED	Completed	
17.	LIST OF TEACHERS GUIDING PROJECTS	Nil	
18.	AWARDS	Completed	
19.	RECOGNITIONS	Completed	
20.	AMOUNT FUNDED BY MANAGEMENT TOWARDS EACH EVENT	Completed	
21.	VALUE ADDED PROGRAMS and Soft Skills	feedback & <sup>optima</sup> completed	
22.	BRIDGE COURSE	Completed	
23.	ORIENTATION PROGRAM FOR STUDENTS	Completed	
24.	INDUSTRIAL VISIT/STUDY TOURS	Completed	
25.	GUEST LECTURES	Completed	
26.	CONFERENCE OR SEMINARS ORGANIZED	Completed	
27.	DEPARTMENT FEST DETAILS	Completed	
28.	STUDENT PROGRESSION	Completed	
29.	MENTOR FILES	Seal & Signature	
30.	DEPARTMENT REPORTS	Completed	
31.	FEED BACK ON TEACHERS BY STUDENT	Completed	
32.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE SPORTS	Completed	
33.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE CULTURAL	Completed	
34.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE SEMINARS	Completed	



35.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN THE COLLEGE EVENTS(CULTURAL,SPORTS,OTHER INTERDEPARTMENT FEST)	Completed	
36.	REMEDIAL CLASSES	Circular	
37.	RESULT ANALYSIS	Completed	
38.	LIST OF DIFFERENTLY ABLED STUDENTS AND FOREIGN STUDENTS	N: L	
39.	PLACEMENT DETAILS	Completed	
40.	ALUMNI DETAILS	Completed	
41.	MICRO TEACHING/KNOWLEDGE SHARING	Completed	
42.	BEST PRACTICES-AS PER NAAC FORMAT	Completed	
43.	DEPARTMENT LIBRARY STOCK AND ISSUE REGISTER	Completed	
44.	LOG BOOK	Completed	
45.	QUESTION PAPER BANK	Completed	
46.	INTERNSHIP DOCUMENTS	Completed	
47.	VISITORS BOOK	Completed	
48.	PARENTS TEACHERS MEETING-DETAILS	Circular	
49.	COMMUNITY SERVICE -DOCUMENTS	Completed	
50.	GENERAL DOCUMENTS-(MISCELLANEOUS DOCUMENTS) (Internal Marks ,End- Sem & Mid-Sem Exam Marks)	Completed	
51.	ADD ON PROGRAMS	Completed	
52.	SAMPLE PROJECTS	Completed	
53.	SAMPLE ASSIGNMENTS	Completed	
54.	LAB DOCUMENTS	N: L	
55.	UNIVERSITY RANK HOLDERS DETAILS	N: L	
56.	ICT CLASSES-SUBJECTS, TOPICS, NAME OF THE FACULTY, TOOLS	Completed	



57.	UNIVERSITY RELATED WORK	Nil	
58.	TEACHING LEARNING METHODOLOGY USED – DETAILS OF EXPERIENTIAL LEARNING, PROBLEM SOLVING AND PARTICIPATIVE LEARNING	Completed	
59.	LIST OF STUDENTS FOR EACH CLUB FROM FIRST, SECOND AND FINAL YEAR	Print to be taken	
60.	DATA TEMPLATES	Nil	

*Dang. G.*  
9/11/2022  
**IQAC Coordinator**

*Ven. A. R.*  
9/11/2022

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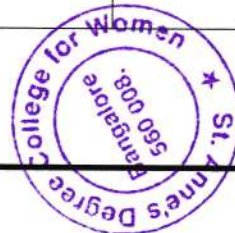
## INTERNAL QUALITY ASSURANCE CELL

### LIST OF DOCUMENTS/FILES /BOOKS TO BE MAINTAINED BY THE UG AND PG DEPARTMENTS(SUBMIT AT THE END OF EACH SEMESTER)

for  
**INTERNAL ACADEMIC AUDIT**  
**2021-22**

### Department of PG Commerce

F.No.	File Name	Remarks	Follow Up
1.	SYLLABUS,PO,PSO,CO,VISION,MISSION	Completed	
2.	LIST OF SUBJECTS SEMESTER WISE	Completed	
3.	SUBJECT ALLOTMENT	Completed	
4.	WORK LOAD	Completed	
5.	CLASS WISE TIME TABLE-INFLIBNET,LIB,PT,LAB HOUR	Completed	
6.	INDIVIDUAL TIME TABLE-INFLIBNET HOUR,IBOSS,CLASS LIB HOUR	Completed	
7.	ACADEMIC CALENDER	Completed	
8.	MINUTES BOOK	Completed	Report for HoD audit
9.	WORK DONE DIARY	Completed	
10.	COURSE FILE OR LESSON PLAN	Completed	
11.	ATTENDANCE REGISTER FOR SUBJECTS	Completed	
12.	FUTURE PLAN OF THE DEPARTMENT	Completed	



13.	FACULTY PROFILE	Completed	
14.	FDP	Completed	
15.	PAPERS PUBLISHED/BOOKS PUBLISHED	Completed	
16.	PAPERS PRESENTED	Nil	
17.	LIST OF TEACHERS GUIDING PROJECTS	Completed	
18.	AWARDS	Nil	
19.	RECOGNITIONS	Completed	
20.	AMOUNT FUNDED BY MANAGEMENT TOWARDS EACH EVENT	Nil	
21.	VALUE ADDED PROGRAMS	Nil	
22.	BRIDGE COURSE	Nil	
23.	ORIENTATION PROGRAM FOR STUDENTS	Completed	
24.	INDUSTRIAL VISIT/STUDY TOURS	Nil	
25.	GUEST LECTURES	Completed	
26.	CONFERENCE OR SEMINARS ORGANIZED	Completed	
27.	DEPARTMENT FEST DETAILS	Completed	
28.	STUDENT PROGRESSION	Completed	
29.	MENTOR FILES	Completed	
30.	DEPARTMENT REPORTS	Pending	
31.	FEED BACK ON TEACHERS BY STUDENT	Completed	
32.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE SPORTS	Nil	
33.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE CULTURAL	Completed	
34.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN INTERCOLLEGIATE SEMINARS	Completed	



35.	STUDENT PARTICIPATION AND ACHIEVEMENTS IN THE COLLEGE EVENTS(CULTURAL,SPORTS,OTHER INTERDEPARTMENT FEST)	Nil	
36.	REMEDIAL CLASSES	Not Applicable	
37.	RESULT ANALYSIS	Completed	
38.	LIST OF DIFFERENTLY ABLED STUDENTS AND FOREIGN STUDENTS	Nil	
39.	PLACEMENT DETAILS	Nil	
40.	ALUMNI DETAILS	Completed	
41.	MICRO TEACHING/KNOWLEDGE SHARING	Nil	
42.	BEST PRACTICES-AS PER NAAC FORMAT	Completed	
43.	DEPARTMENT LIBRARY STOCK AND ISSUE REGISTER	Not Applicable	
44.	LOG BOOK	Completed	
45.	QUESTION PAPER BANK	Completed	
46.	INTERNSHIP DOCUMENTS	Not Applicable	
47.	VISITORS BOOK	Completed	
48.	PARENTS TEACHERS MEETING-DETAILS	Not Applicable	
49.	COMMUNITY SERVICE -DOCUMENTS	Not Applicable	
50.	GENERAL DOCUMENTS-(MISCELLANEOUS DOCUMENTS) (Internal Marks ,End- Sem & Mid-Sem Exam Marks)	Handwritten available - Internal	
51.	ADD ON PROGRAMS	Not Applicable	
52.	SAMPLE PROJECTS	Completed	
53.	SAMPLE ASSIGNMENTS	Completed	
54.	LAB DOCUMENTS	Not Applicable	
55.	UNIVERSITY RANK HOLDERS DETAILS	Nil	
56.	ICT CLASSES-SUBJECTS, TOPICS, NAME OF THE FACULTY, TOOLS	Pics with Geo-tag to be attached	

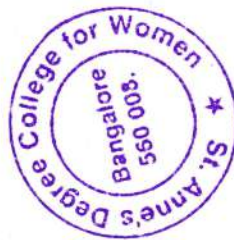


57.	UNIVERSITY RELATED WORK	Completed	
58.	TEACHING LEARNING METHODOLOGY USED – DETAILS OF EXPERIENTIAL LEARNING, PROBLEM SOLVING AND PARTICIPATIVE LEARNING	Completed	
59.	LIST OF STUDENTS FOR EACH CLUB FROM FIRST, SECOND AND FINAL YEAR	Pending	
60.	DATA TEMPLATES		

*Dangita*  
**IQAC Coordinator**

*Abhishek*  
 8/11/22

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