



HINDUSTHAN COLLEGE OF ARTS & SCIENCE

An Autonomous College – Affiliated to Bharathiar University

Approved by AICTE and Govt. of Tamilnadu

Accredited by NAAC- An ISO certified Institution

Hindusthan Gardens, Behind Nava India, Coimbatore-641 028.

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INTERNAL ACADEMIC AUDIT – DECEMBER 2024

CONSOLIDATED REPORT

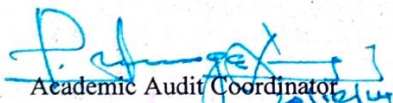
An academic audit (June 2023-November 2024) was carried out on December 5th and 6th, 2024, in accordance with the established schedule.

The auditors made the following general observations:

- The mentor-mentee files within departments are not consistently maintained.
- There is a lack of lesson plan execution documentation for the odd semester of 2023-2024, as these need to be created manually.
- Several departments have not submitted data for the odd semester of 2024-2025.
- Files require organization with appropriate indexing.
- Instances of document duplication were identified.
- Faculty profiles need to be updated.
- Some departments are only maintaining soft copies of documents.

- Few departments have not updated their publication records.
- Student attendance is not being accurately recorded in hard copy.
- Certain departments do not have any files.

The Chairperson and the Academic Coordinator have provided a timeline for completing the files. The department updated and reported to the audit members, based on the observations noted above. Additionally, several decisions will be made in the upcoming academic audit meeting concerning the management of these files.



Academic Audit Coordinator

Co-ordinator

Academic Audit Cell

Hindusthan College of Arts & Science,
Coimbatore-641 028.



Secretary



Principal



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Name of the Department: Micro Biology

Date of Internal Audit: 6.12.2024

Name of the Internal Auditors: Dr.Priya.P & Dr.V.Balaprakash

Sl.no	Name of the File	Observations
1	Mentor Mentee	Files to be created
2	All Files	Appropriate indexing to be made
3	Research	2024-2025 odd semester to be updated
Files to be organized in the systematic manner		

Name of the Department: Bio-Technology

Date of Internal Audit: 6.12.2024

Name of the Internal Auditors: Dr.Priya.P & Dr.V.Balaprakash

Sl.no	Name of the File	Observations
1	Placement	File Offer Letters
2	Awards, Recognition Achievements	Files to be updated
3	Mentor Mentee	Files to be created
4	Research	Publication to be updated

Name of the Department: Commerce IB

Date of Internal Audit: 6.12.2024

Name of the Internal Auditors: Dr.Priya.P & Dr.V.Balaprakash

Sl.no	Name of the File	Observations
1	Mentor Mentee	Files to be created
2	All Files	Appropriate indexing to be made

Name of the Department: Catering Science & Hotel Management

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.K.Thangavel & Dr.R.Rangarsj

Sl.no	Name of the File	Observations
1	Consultancy	Supporting document for Account transfer

Name of the Department: Costume Design & Fashion Technology

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.K.Thangavel & Dr.R.Rangarsj

Sl.no	Name of the File	Observations
1	Slow learners	Format to be modified
2	Consultancy File	Non- Monetary Consulting "Earn While Learn" Documents to be filed properly
3	Placement	File Offer Letters
4	Awards, Recognition Achievements	Files to be updated
5	Mentor Mentee	Files to be created
6	Research	Publication to be updated

Name of the Department: Food Processing and Technology Management

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.K.Thangavel & Dr.R.Rangarsj

Sl.no	Name of the File	Observations
1	MOU Files	Outcome with Reports
2	Mentor Mentee	Files to be created

Name of the Department: Viscom Animation, B.Voc

Date of Internal Audit: 06-12-2024

Name of the Internal Auditors: Dr.R.Rajesh & Dr.P.Senthilkumar

Sl.no	Name of the File	Observations
1	MOU Files	Outcome with Reports
2	Parents Teachers files	To be updated
3	Best Practices	To be updated
4	Index card	Photo copies of certificates to be enclosed. Files to be created. Many files are missing

Name of the Department: BBA (CA) & BBA Logistics

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.D.Sasikala & Dr.N.Hema Senbhagam

Sl.no	Name of the File	Observations
1	Mentor Mentee	Files to be created
2	All files	Indexing to be created

Name of the Department: Mathematics and Data Science

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.Lali Growther & Dr.A.Priya

Sl.no	Name of the File	Observations
1	Mentor Mentee File	To be created

Name of the Department: Physics

Date of Internal Audit: 6.12.2024

Name of the Internal Auditors: Dr.K.Mythili & Dr.N.Revathi

Sl.no	Name of the File	Observations
1	Extension Activity	To be focused
2	Publication	Focus on Reputed Journal with citation

2	VAC AF	To be filed
3	Index card/ Tutorial file	To be reconstructed
4	Scholarship	To be categorized

Name of the Department: BBA

Date of Internal Audit: 06-12-2024

Name of the Internal Auditors: Dr.M.S.Loganathan & Dr.V.Saravanan

Sl.no	Name of the File	Observations
1	Mentor-Mentee	To be associated with Core papers/Elective papers
2	Scholarship	To be categorized
3	Department activities Files	To be indexed.
4	Student Centric Method	To be focused

Name of the Department: Commerce CA

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.P.Arumugasamy & Dr.Sarathamani

Sl.no	Name of the File	Observations
1	Department activities Files	To be indexed and arranged in order
2	Feedback from stakeholders	To be updated

Name of the Department: Commerce IT & Commerce BI

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.P.Arumugasamy & Dr.Sarathamani

Sl.no	Name of the File	Observations
1	Lesson Plan Execution	To be filed
2	Files	To be updated

Name of the Department: English

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.Lali Growther & Dr.A.Priya

Sl.no	Name of the File	Observations
1	Representation of Teachers in decision making	To be updated and supporting documents to be filed
2	Placement	File Offer Letters

Name of the Department: Computer Science

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.R.Rajesh & Dr.P.Senthilkumar

Sl.no	Name of the File	Observations
1	Placement	File Offer Letters
2	Index card/ Tutorial file	To be reconstructed
3	Representation of Teachers in decision making	To be updated and supporting documents to be filed
4	Books Publications	To be increased
5	Research Proposals	To be indexed
6	Communication file	HOD sign and faculty sign missing

Name of the Department: BCA

Date of Internal Audit: 06-12-2024

Name of the Internal Auditors: Dr.M.S.Loganathan & Dr.V.Saravanan

Sl.no	Name of the File	Observations
1	Few files to be updated	

Name of the Department: Computer Technology

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.P.Arumugasamy & Dr.Sarathamani

Sl.no	Name of the File	Observations
1	BOS minutes	Not in minutes note book
2	Student Profile	Photo missing
3	Lesson Plan Execution	To be filed
4	Placement	File Offer Letters
5	Research Proposals	To be increased

Name of the Department: Information Technology

Date of Internal Audit: 05-12-2024

Name of the Internal Auditors: Dr.P.Arumugasamy & Dr.Sarathamani

Sl.no	Name of the File	Observations
1	Mentor Mentee files	To be updated
2	Lesson Plan Execution	Format to be reconstructed

Name of the Department: B.Sc CGS & B.Sc AI

Date of Internal Audit: 06-12-2024

Name of the Internal Auditors: Dr.M.S.Loganathan & Dr.V.Saravanan

Sl.no	Name of the File	Observations
1	Student Centric Method	No updation
2	Publication	To be indexed

Name of the Department: MCA

Date of Internal Audit: 06-12-2024


Name of the Internal Auditors: Dr.M.S.Loganathan & Dr.V.Saravanan

Sl.no	Name of the File	Observations
1	Scholarship	To Update not willingness letter
2	Best Practices	Evidence to be filed


ACADEMIC AUDIT CO-ORDINATOR

Co-ordinator
Academic Audit Cell
Hindusthan College of Arts & Science,
Coimbatore-641 028.




Dr. P. Priya, B.E., M.B.A., Ph.D.
Executive Trustee and Secretary
Hindusthan Educational and
Cultural Trust
Coimbatore


PRINCIPAL

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