




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.
Ph: 0422 4440555, e-mail: hicas@hindusthan.net, website: www.hicas.ac.in

EXTERNAL ACADEMIC AUDIT – 09th & 10th Feb.2022

MEMBERS LIST

| Sl.no | Name of the External Member | Signature |
|-------------------------|-----------------------------|---------------------------|
| External Members | | |
| 1 | Dr.N.Ponpandian | N. Ponpandian 12/2/22 |
| 2 | Dr.T.Parimelazhagan | T. Parimelazhagan 12/2/22 |
| 3 | Dr.G.Uma | G. Uma 12/2/22 |
| 4 | Dr.S.Sampathkumar | S. Sampathkumar 12/2/22 |
| 5 | Dr.B.Saranya | B. Saranya 10/2/22 |
| Internal Members | | |
| 6 | Dr.K.Thangavel | K. Thangavel 10/2/22 |
| 7 | Dr.P.Priya | P. Priya |
| 8 | Mrs.K.Mythili | K. Mythili |
| 9 | Dr.S.Sasikala | S. Sasikala 12/2/22 |
| 10 | Dr.V.Saravanan | V. Saravanan |
| 11 | Dr.N.Pakutharivu | N. Pakutharivu |
| 12 | Dr.M.Nirmala | M. Nirmala |
| 13 | Dr.R.Rangaraj | R. Rangaraj |
| 14 | Dr.R.Rameshkumar | R. Rameshkumar |
| 15 | Dr.M.S.Loganathan | M. S. Loganathan |


Co-ordinator
Academic Audit Cell
Hindusthan College of Arts & Science,
Coimbatore
ACADEMIC AUDIT CO-ORDINATOR


PRINCIPAL
Hindusthan College of Arts & Science (Autonomous)
Hindusthan Gardens, Behind Nava India,
Coimbatore - 641 028.



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.
Ph: 0422 4440555, e-mail:hicas@hindusthan.net, website: www.hicas.ac.in

ACADEMIC YEAR : 2020-2021

Internal Academic Audit Consolidation

2020 - 2021

Chairman : Dr.A.Ponnusamy
Co-ordinator : Dr.P.Arumugaswamy

Internal Members

Dr.M.S.Loganathan
Professor & Head
Department of Commerce (CA)

Dr.Rangaraj
Professor
Department of Computer Science

Dr.V.Saravanan
Professor & Head
Department of Information Technology

Mrs.K.Mythili
Professor
Department of Computer Technology

Dr.P.Priya
Professor & Head
Department of Commerce

Dr.K.Thangavel
Professor & Head
Department of Electronics

Dr.Sasikala
Associate Professor
Department of AI & ML

Dr.G.Rajalakshmi
Associate Professor & Head
Department of Bio-Technology

Dr.D.Sasikala
Associate Professor
Department of Commerce (CS)

Dr.R.RameshKumar
Professor
Department of Language

PG & Research Department of English

Observations :

1. Subject Allocation, Work load and Time table shows some deviation which should be rectified.
2. Attendance proforma mistakes in all UG
3. Result Analysis is missing
4. Difference in Lesson plan and Execution.
5. CIA I & II – Marks variation
6. Back document for assignment is missing
7. Budget files to be updated.
8. Monthly report and annual report to be updated
9. Value Added Course Documents to be updated.

All the above corrections were carried over and updated to the audit team.

Department of Language

Observations

1. Data is not clear for FDP organized
2. Department meeting and minutes to be elaborated
3. Budget file to be updated.
4. Seminar and workshop attended by the faculty members – record to be updated

Time was given by the Audit team to update the files and the same has been done.

Department of MCA

Observations

1. Department Blog is not updated
2. Ambiguity in CIA I & II marks & attendance, proforma
3. Project / Internship review meeting attendance is not clear
4. No updation in Department organogram.

All the defects were rectified and approved by the Audit team.

Department of Microbiology

Observations

1. No updations in Budget file
2. Mini project review attendance is not clear
3. Google h index to be updated – for Faculty members
4. Date is not mentioned in the Feedback form, attendance for internal exams were filed properly

All the above corrections were carried over and updated to the audit team.

Department of BCA

Observations

1. Budget file to be updated
2. Lesson plan – no clarity
3. Review meeting attendance is missing
4. Publication file to be updated
5. Assignment back up file to be updated
6. Mismatch in CIA, Model Marks & Attendance

All the defects were rectified and approved by the Audit team.

Department of BBA

Observations

1. Indexing to the activities file to be prepared
2. Review attendance for Mini project / Major project is missing
3. Publication copies to be updated in files
4. Deviations in assignment marks and documents.

All the above corrections were carried over and updated to the audit team.

Department of MSW

Observations

1. Department blog has not been updated
2. Student feedback record to be updated
3. Lesson plan and execution, tutorial records to be updated

All the defects were rectified and approved by the Audit team.

Department of MBA

Observations

1. Academic Audit files were available in soft copies
2. Staff individual work load available as consolidated one. Necessary changes were requested to be carried out.
3. Indexing was not available for online course certificates, Assignment topics
4. Marks allotment for Absentees in CIA and Model exams to be marked as 'Absent' in place of '0' (zero) marks awarded.

All the above corrections were carried over and updated to the audit team.

Department of Costume Design and Fashion Technology

Observations

1. Indexing not available for seminars, workshops attended by faculty and students, requested to update.
2. Student profile and Index card to be updated
3. Department monthly and annual report to be updated
4. Major project – review meetings attendance to be updated
5. Internal Examination Time Table has to be updated for academic year 2020-2021.

All the above corrections were carried over and updated to the audit team.

6. Major project internal marks to be updated
7. Soft skill marks file, Syllabus file to be updated
8. Communication to principal and University file to be maintained separately
9. Separate file to be maintained for Students and Faculty attended and organized conference and seminar.

All the defects were rectified and approved by the Audit team.

Department of Computer Technology

Observations

1. Consolidated attendance not updated
2. CIA Result analysis file not updated
3. VAC I & II semester attendance not updated
4. Students profile and index card not updated
5. Online course file to be updated

All the above corrections were carried over and updated to the audit team.

Department of Food Processing Technology & Management

Observations

1. Blog to be updated
2. FDP file to be updated
3. CIA date to be updated in the attendance file
4. Retest to be updated
5. Feedback file to be updated.

All the defects were rectified and approved by the Audit team.

Department of Commerce CA (UG & PG)

Observations

1. Tutorial records to be updated
2. Value added course file to be updated
3. Department activities (organized) can be maintained separately
4. CIA marks to be rechecked

All the above corrections were carried over and updated to the audit team.


ACADEMIC AUDIT CO-ORDINATOR

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


PRINCIPAL

**PRINCIPAL
Hindusthan College of Arts and Science,
Coimbatore - 641 028.**

Department of BBA (CA) and BBA (Logistics)

Observations

1. Attendance, Marks for CIA I, CIA II, Model Exams were cross checked and requested for updation by subject faculty.
2. Indexing of assignments, marks awarded were checked. Online assignments handed in but not returned.
3. Alumni details (photos) to be updated.
4. Proforma updation required.

All the above corrections were carried over and updated to the audit team.

Department of Catering Science and Hotel Management

Observations

1. Academic Audit checklist – syllabus, timetable, workload to be updated.
2. Students profile to be updated
3. Indexing of student and faculty achievements to be updated.
4. Lesson planner to be updated for Value added course
5. Evaluation – Question paper, Attendance and Assignments to be updated for Value added course
6. Indexing for online course details to be updated
7. Consolidation mark statement has to be cross checked and updated.

All the above corrections were carried over and updated to the audit team.

Department of Commerce (CS)

Observations

1. Organogram format to be updated
2. Internal marks and attendance are not matching
3. Assignments have not been properly documented
4. Result analysis file not updated
5. Online workload and timetable file not updated

Department of Commerce IT & BI

Observations

1. VAC file to be updated
2. Organogram to be updated
3. Assignments file to be updated

All the above corrections were carried over and updated to the audit team.

Department of Bio-Technology

Observations

1. Staff work allotment file yet to be updated
2. Agenda and minutes were not updated in the conference and seminar organized by the department.
3. Index to be added for the industrial visit and institutional training
4. Blog has to be updated
5. Online course (staff & students) completed details has to be updated

Corrections were carried out and updated to audit team

Department of Computer Science, Cognitive systems

Observations

1. A & A Record to be updated
2. Value added course file to be updated
3. CIA – mismatch in CIA calculations

All the above corrections were carried over and updated to the audit team.

Department of Information Technology

Observations

1. Google scholar – citation can be added
2. CIA marks to be rechecked

Corrections were carried out and updated to audit team

Department of Commerce (IB)

Observations

1. A & A Record to be updated
2. Value added course file to be updated
3. Tutorial file to be updated
4. CIA – mismatch in CIA calculations

Corrections were carried out and updated to audit team

Department of Commerce (PA & AF)

Observations

1. A & A work to be updated
2. Other files to be maintained separately and indexing can be given
3. CIA marks to be rechecked

Corrections were carried out and updated to audit team

Department of Commerce

Observations

1. A & A work to be updated
2. Other files to be maintained separately and indexing can be given
3. Value added course file to be updated
4. CIA marks to be rechecked

All the above corrections were carried over and updated to the audit team.