

Internal Audit Report (Academic) – August 2016

Audit No.	2 / 2016	Audit Date (s)	22nd to 31st August 2016 and 1st September 2016		
Sl. No.	Nonconformance & ISO Clause Number	Auditee	Auditor	Action planned by HDD	Target date to close NC



Microbiology (Unaided)

1	Absence of syllabus sharing information's for the subject 15NND01, (same practical experiment is planned by two staff for delivery in two different dates)	Ms. Janet Rani	Ms. Christilda		
2	Absence of student counseling record for Mr. S. Mohamed (15SMB33), for the malpractice in the practical examination. (Father Mr. P.M. Shajahan met HDD, but counseling details not found)	Ms. Janet Rani	Mrs. Christilda		
3	Absence of quotation and purchase order for the purchases from "Standard Scientific Suppliers" on 02-08-2016, Bill no. 0001	Ms. Janet Rani	Mrs. Christilda		


PG Computer Science (Unaided)

4	Lesson plan found only for 74 hours instead of 90 hours for the subject 15PCSC12 – 6 hours / week – Advanced Database Management System	Ms. S. Shajun Nisha	Ms. Syed Ali Nisha		
5	1 st CIA not conducted for the academic year 2016-17, which is against the academic calendar.	Ms. S. Shajun Nisha	Ms. Syed Ali Nisha		
6	Absence of UPS for 12 computer's in the PG laboratory	Ms. S. Shajun Nisha	Ms. Syed Ali Nisha		


Tamil (Unaided)

7	Record not evident for the actions taken to close the non-conformances identified during the last internal audit (Ref. Sl. No. 21, 22 of report dated 30 th – 6 th March / April 2016)	Ms. Anushya	Mr. M.H. Ibrahim		
8	Copy of BOS members list and minutes of BOS meeting, found not evident	Ms. Anushya	Mr. M.H. Ibrahim		


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9	Copy of the qualification certificate found not evident for the new staff Mr. Jeethendran	Ms. Anushya	Mr. M.H. Ibrahim		
10	Absence of syllabus sharing information's for the subject ISUEVSII – Environmental Studies. (Topic “புவி வெப்பமடைதல் பற்றிய படியாக்கம்” delivered on 17-08-2016 to BA (Tamil) 1 st year student, but this topic is related to 6 th semester paper. (ISUTAEGA – சுற்றுச் சுழலியல்). Also the lesson plan is found in “Tamil” instead of “English” which against syllabus	Ms. Anushya	Mr. M.H. Ibrahim		
11	ISUTAEGA - சுற்றுச் சுழலியல், syllabus found in “Tamil”	Ms. Anushya	Mr. M.H. Ibrahim		
Arabic (Unaided)					
12	Lesson plan found only for 50% of the syllabus requirement for the subject ISUEVSII – Environmental Studies, which is to be delivered 6 hours / unit, whereas each unit is planned for 3 hours	Mr. Mohameed Hussain	Ms. Syed Ali Nisaya		
13	2 nd semester results not updated in the student profile card for the current 2 nd year BA (Islamic Studies)	Mr. Mohameed Hussain	Ms. Syed Ali Nisaya		
Arabic (aided)					
14	Book published without ISBN number. Example: “Handbook for Arabic Type writing”	Mr. Ubaidullah	Mr. A. Syed Mohamed		
Mathematics (aided)					
15	Computer shortage observed for the delivery of practical subjects. At present 2 students are engaged in one computer during practical's	Ms. Rasheetha Begum	Mr. Zahir Hussain		


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16	Book published without ISBN number. Example: "Classic Algebra", Calculus I	Ms. Rasheetha Begum	Mr. Zahir Hussain		
English (Unaided)					
17	Record found not evident for the selection of Core Elective subject in the 5 th semester UG	Ms. Anitha	Mr. Ibrahim		
18	Shortfall observed in the lesson plan for the subject 15UENS31. Only 5 hours is planned for the unit 2, instead of 9 hours.	Ms. Anitha	Mr. Ibrahim		
19	Incomplete student profile card	Ms. Anitha	Mr. Ibrahim		
20	Computer shortage observed for the delivery of practical subjects. At present 2 students are engaged in one computer during practical's	Ms. Anitha	Mr. Ibrahim		
Computer Science (Unaided)					
21	Absence of "attendance register" practical subject wise, for the award of 5 marks for "Regularity" Example: RDBMS with Oracle	Ms. Jannathul Firdous	Mr. Ganesh Kumar		
English (Aided)					
22	Staff profile found not evident for the new staff. Example: Mr. Iqbal and Ms. Rani Priyadarshini	Mr. Haneefa	Mr. Saravana Kumar		
23	Incomplete student profile card for the M.Phil. student	Mr. Haneefa	Mr. Saravana Kumar		
24	Lesson plan found not evident for the Unit 5 – 15UENCII – Short stories	Mr. Haneefa	Mr. Saravana Kumar		
History (Aided)					


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25	Record found not evident for the selection of Core Elective subject "Indian Architecture – ISUHSE5B	Mr. Nazeer Ahamed	Ms. Firdous Fathima		
26	Staff profile found not evident for the new staff. Example: Mr. Jeyasingh and Ms. Reghu Jagadeeswari	Mr. Nazeer Ahamed	Ms. Firdous Fathima		
Zoology (Aided)					
27	Absence of "attendance register" practical subject wise, for the award of 5 marks for "Regularity"	Ms. Sithi Jameela	Mr. Roshan		
B.Com (CA) / B.Com (Finance) (Unaided)					
28	Feedback found not evident for the "Guest Lecture" – Awareness of Insurance in India conducted on 22-08-2016	Mr. SM Khaja	Mr. Spurgen Rathesh		
29	4 hours / week allotted instead of 5 hours / week for the subject "Business Law" 11UCC052 (Lesson plan found only for 60 hours / semester)	Mr. SM Khaja	Mr. Spurgen Rathesh		
UG Computer Science (Aided)					
30	Old mark statements kept in the department for more than 3 years Example: 12ACSD4 – Aysathul Suhaima Beevi, 13ACS31 – Mohamed Faizal	Mr. Shahul Hameed	Ms. Sultana Parveen		
31	Absence of "attendance register" practical subject wise, for the award of 5 marks for "Regularity"	Mr. Shahul Hameed	Ms. Sultana Parveen		
32	Only 2 CIA conducted instead of 3 CIA for practical subjects	Mr. Shahul Hameed	Ms. Sultana Parveen		
BBA (Unaided)					
33	Student profile card found not evident for 14SBB41 – Meenakshi	Mr. Sheik	Mr. Mansoor		

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34	Feedback found not evident for the “Guest Lecture” – Recent Trends in Marketing conducted on 25-02-2016	Mr. Sheik	Mr. Mansoor		
35	Copy of qualification certificate found not evident for the new staff Mr. M.S. Abubacker Fasi	Mr. Sheik	Mr. Mansoor		
Physics (Aided)					
36	Copy of appointment order found not evident for the new staff Jothimani	Mr. Rabi Ahamed	Mr. Ubaidullah		
BCA (Unaided)					
37	10 marks awarded instead of 5 marks for “Record work” – Allied Information Technology Practical I – IS UITA2P	Ms. Fathima Farzana	Mr. SM Khaja		
38	Absence of “attendance register” practical subject wise, for the award of 5 marks for “Regularity”	Ms. Fathima Farzana	Mr. SM Khaja		
39	Record found not evident for the selection of Core Elective subject in the 5 th semester	Ms. Fathima Farzana	Mr. SM Khaja		
Chemistry (Aided)					
40	Service report found not evident for the Gas Pipe line servicing	Mr. Kamaludeen	Ms. Himaya Jaleela Begum		
41	License for the use of spirit expired on 31-03-2016	Mr. Kamaludeen	Ms. Himaya Jaleela Begum		

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Note:

- 1) Nutrition department not audited due to pending previous audit NC's

Recommendations

1. PG computer science laboratory should be supported by appropriate power backup
2. The regular classes of 1st shift closes at 1.10 pm and the certificate course starts at 1.30 pm, 20 minutes not sufficient for the hostlers to take lunch
3. Feedback score, strength & weakness shall be disclosed to the respective staff for taking corrective actions
4. Copy of staff relieving orders could be maintained in the respective staff profile in the department
5. Appropriate training could be given to unaided staff for delivering EVS Subject
6. At the time of timetable preparation, Maths subject should be given 1st priority in beginning of the shift, instead of last periods.
7. Separate table or cupboard could be provided to Unaided UG Computer Science staff, to keep their belongings
8. Criteria for the selection of rank holders could be defined
9. Mark statement should be returned back to COE office at the end of each semester
10. Equipment, student ratio could be defined in the syllabus for practical subjects
11. Copy of updated nominal name list could be given to all academic departments at time of beginning of each semester
12. Copy of semester results after re-evaluation / retotaling / supplementary could be given to all academic departments
13. Appropriate actions could be taken if student failed to attend 3rd CIA
14. Changes in the student's major courses could be informed to language departments before 1st CIA

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Deans (Academic) Office – Arts & Science

Deans (Academic) Office – Arts & Science					
1	Absence of record for the verification of equivalency of Syllabus / subjects for attending arrear examinations and issuing “Equivalency Certificate” for the student M.Sindu (Reg.No. 07CS25) studied during the year 2007-2010 (7.5.1)				
2	Copy of letter related to approval of additional strength found not evident (7.5.1)				
3	Copy of letter and reply letter, for the application of new courses found not evident Example: M.Phil (Marths), Msc (Zoology) – year 2017 (7.5.1)				
4	Page no. 54 of College Calendar says “Academic Council” is authorized for the approval of syllabus equivalence, which is against Deans responsibility (7.5.1)				

Recommendations

- 1. Change or modification of syllabus with in the stipulated period could be avoided**
- 2. Xerox machine could be provided to the Dean (Academic) office**

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Campus Development Manager					
1	List of rooms and toilets, block wise and floor wise found not evident (7.1)				
2	Absence of record for the allotment of sweepers and scavengers block wise, floor wise and room wise (7.1)				
3	Absence of housekeeping schedule – block wise and floor wise (7.1)				
4	Absence of record for the complaints received from various department related to maintenance requirement in the college (7.5.1)				
5	Absence of minutes of meeting for the “Campus amenities committee”, (Ref.. College Calendar, page no. 36) (7.5.1)				

Recommendations

- 1. Housekeeping workers should be reported to the Campus Development Manager for better performance**

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Attendance					
1	Attendance and Condonation eligibility requirement for attending semester examination is found not evident in the College Calendar (7.2.1)				
2	Rules and regulations related to attendance found not evident in the college calendar (7.2.1) Example: One period absent is considered as half day leave either before the break or after the break				
3	Rework record found not evident for the award of attendance after making entry as "Absentees" in the Class Attendance Register (7.5.1)				
4	Credit of attendance not awarded to the student participated in workshops (7.5.1) Example: Zoology department went for 2 days workshop on 9.1.17 and 10.1.17 14 AZD 12, 14 AZD 04, 14 AZD 09, 14 AZD 18, 14 AZD 32 credit of attendance submitted on 11.1.2017				

Recommendations

- 1. Department "attendance incharge" could be assigned**

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Boys Hostel					
1	Warden "Approved Supplier List" found not evident (7.4.1)				
2	"Inspection Record" found not evident for the verification of incoming materials before making entry in the hostel store stock register (7.4.3)				
3	Shelf life period found not defined, documented and displayed for the groceries in use at hostel (7.5.5) - including expiry of food stuffs				
4	Absence of record for the verification of monthly stock (7.5.5)				
5	Absence of record for the stock and sale of gunny bags, empty tins, coconut scraps etc., (7.5.1)				
6	Separate room with appropriate facility not provided to the visiting Doctor (6.1)				
7	Corrective actions found not evident for the students feedback taken during last year (8.5.2)				

Recommendations


- 1. Security booth could be provided with 24x7 security screening of man and material movements**
- 2. All the incoming materials could be verified for quality, quantity, weight and recorded in the inspection report at the hostel store and payment should be made only when "inspection report" is enclosed with the bill**
- 3. Hostel rules and regulations could be displayed in the hostel**
- 4. More pesto-flash / fly catchers could be provided in the dining hall and food production areas**
- 5. MOU could be made evident with nearest hospital for attending any emergencies**
- 6. Vehicle with driver facility could be provided for hostel students and it can be 24x7 service**
- 7. Sub warden room could be provided in the 1st and 2nd floor**

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- 8.** Signage could be provided for the Doctor visiting time
- 9.** Complaint box could be provided in the hostel
- 10.** Mess bill payment could be simplified by providing “card swipe machine”
- 11.** Facility for cloth ironing could be provided
- 12.** Unused old fridge could be moved to scrap yard
- 13.** Minutes of meeting for the parents meet and student meet could be maintained
- 14.** Equipment movement register could be maintained
- 15.** Tuck shop / stationary store could be provided in boys hostel
- 16.** Fssai certificate could be obtained for the production food stuffs
- 17.** Emergency drugs could be maintained
- 18.** Pest control audit could be done periodically, atleast once in a year

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Girls Hostel 1 & 2 – (Unaided & Aided)

Girls Hostel 1 & 2 – (Unaided & Aided)					
1	Separate room with appropriate facility not provided to the visiting Doctor in both the girls hostel (6.1)				
2	Absence of nominal list of students registered under “Earn While Learn Scheme”, “Certificate Courses” (7.5.1)				
3	Absence of hostel profile card in Girls Hostel 2 (7.5.1)				

Recommendations

1. Deputy warden room could be provided with attached toilet, for facilitating hostel guests
2. Hostel rules and regulations could be displayed in the hostel
3. Minutes of meeting for the parents meet and student meet could be maintained
4. Two more landline connection could be provided to Girls hostel 2 (aided)
5. Public address system could be provided in Girls hostel 2 (aided)
6. Mesh could be provided to control flies in Girls hostel 2 (aided)
7. Equipment movement register could be maintained
8. Tuck shop / stationary store could be provided in Girls hostels
9. Complaint box could be provided in the hostel
10. Visitors relationship (Father / Mother) could be recorded in the visitor register

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Book Store					
1	Absence of balance sheet for the year 2014-15 and 2015-16 (7.5.1)				
2	Absence of "office order" for the allotment / appointment of student under EWLS – Ms. Susila Bsc (Maths) (7.5.1)				
3	Absence of record for the issue of 3 nos. of 272 notebooks to office (7.5.1)				
4	Actual stock of 140 page record note found 14 nos., but computer shows stock of 3 nos. (7.5.5)				
5	Locations are not earmarked for storing stationaries and books (7.5.5)				

Recommendations

- 1. Rules and regulations for the book store could be displayed**
- 2. Book store services could be included in the college calendar in detail**
- 3. Eligibility criteria and stipend details for EWLS could be documented in the College Calendar**
- 4. Unwanted scrap at store could be removed**

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Canteen (boys & girls)					
1	Absence of pesto-flash / flies catching machine in girls canteen (6.1)				
2	Boys canteen surroundings found unclean (6.4)				

Recommendations

1. Temperature indicator could be provided for the fridge and deep freezer
2. Sufficient power backup could be provided to the canteen
3. Appropriate firefighting equipment could be provided in the boy's canteen. Example: Sand Bucket near to gas cylinders
4. Records could be maintained for monitoring expiry of packed foods
5. Appropriate training could be conducted to improve canteen staff hygiene practices
6. Space constraint observed during the break and lunch time and hence canteen need suitable expansion (or) two more counter is recommended to serve present crowd
7. Fssai certificate could be obtained for the production food stuff

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Part V

1	Minutes of meeting found not evident for the meeting conducted on 30-06-2016 at Principal Chamber (7.5.1)				
2	Absence of roles and responsibilities for the Part V coordinator (5.5.2)				

Recommendations

- 1. MOU / Guideline for the operation of all 7 – Part V programmes could be maintained (Physical Education, Youth Welfare, RRC, NCC, SDP, YRC and NSS)**
- 2. List of coordinators for all 7 – Part V programmes could be maintained**
- 3. Nominal list of Part V students (programme / unit wise) could be maintained (authorized by programme coordinator & Principal)**
- 4. Programme wise year plan could be maintained, authorized by programme coordinator**
- 5. Consolidated feedback report for all the 7 Part V programmes could be maintained**

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NSS

1	Absence of work diary for all the NSS units (7.5.1) Example: Special Camp – Pottal Nagar from 2.3.14 to 8.3.14				
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Recommendations

1. **Speaker could be provided in Attendance / NSS room**
2. **Separate NSS office with notice board could be provided**
3. **Unit wise approved programme plan could be maintained**
4. **Attendance for the conduct of NSS programmes could be maintained, unit wise**
5. **Work diary for regular and special camp could be maintained**
6. **Students feedback for the special camp could be maintained**
7. **NSS programme officers report could be maintained for all the regular and special programmes**

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YRC

YRC					
1	Absence of guideline for the operation of YRC (7.1)				
2	Absence of minutes of meeting for the YRC (7.5.1)				
3	Absence of YRC plan and work diary for the year 2016-17 (7.1)				
4	Absence of programme officers report for the YRC programmes conducted (7.5.1)				
5	Absence of attendance record for the YRC programme participations (7.5.1)				

Recommendations

- 1. Students feedback could be obtained for YRC programmes**

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Youth Welfare

Youth Welfare					
1	Absence of year plan for 2016-17 (7.5.1)				
2	Absence of student DD & consent record for the external participation (7.2.1) Example: R. Kamal Raj attended media quiz on 19.8.16 at JP college of arts & science				
3	Absence of record for monitoring performance and evaluation / award of marks for Part V (7.5.1)				
4	Absence of attendance record for the participation in Republic day celebrations (7.5.1)				

Recommendations

- 1. Students feedback could be obtained for Youth Welfare activities**
- 2. List of “Youth Welfare” regular programmes and optional programmes could be maintained**

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SOP					
1	Absence of record of attendance for staff & student, coordinator visit report, evaluation of marks, award of certificates for the delivery of "Office Automation" certificate course to 30 students in Bharkitmanagaram (7.5.1)				
2	Transport facility is not provided for the operation of SOP, as 4 villages are selected for Village adoption programme (Bharkitmanagaram, Omanathur, Meyaanpalli, Chandapettai) (6.1)				
3	Absence of minutes of meeting for the selection of "Adopted Villages" (7.5.1)				
4	Absence of bills for the expenditure and accounts ledger (7.5.1)				

Recommendations

1. **Criteria for the selection of village adoption could be documented**
2. **Survey Form / Check list could be introduced for the evaluation of "Adopted Villages" (to identify public needs & facilities)**
3. **List of "Social Help Groups" could be maintained (Like Rotary Club) and MOU could be established to fulfill the social needs**
4. **Visit reports and feedback could be maintained for the activities**

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Placement Cell

Placement Cell					
1	Absence of minutes of meeting for the placement services (7.5.1)				
2	Absence of year plan for the placement services (7.5.1)				
3	Absence of feedback for the placement services (8.2.1)				
4	Absence of report by placement officer after each recruitment (7.5.1)				

Recommendations

1. Outgone student database could be maintained, after identification of placement requirements and higher studies
2. Eligibility criteria for attending the interviews through placement cell could be documented and communicated to the students
3. Recruiting companies database could be maintained,
4. Employer feedback on SA college student, could be obtained after joining the duty

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Office – B Section – Mr. S. Kamaludeen

1	Absence of procedure or reference document / template for the preparation of Pay bill proposal, tax statement proposal, bank deduction proposal, arrear bill proposal (7.5.1) At present it is prepared in UGC Computer Laboratory. Only 2 staff is trained in the preparation of above proposals				
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Office – C Section – Mr. Sheik Mohamed Ali

2	Absence of procedure or reference document for the preparation of various proposal (7.5.1)				
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Office – D Section – Mr. A. Sheik Mohammed

3	Absence of “sign board” for scholarship section (7.1)				
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Office – E Section – Mr. Ismail

4	Absence of letter reference number for some of the college letters sent outside (7.5.1)				
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Office – I Section – Mr. S. Mohammed Shafik

5	Absence of approved “accounts head” list (7.5.1)				
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Office – J Section – Mr. Mustafa / O.S. (2nd Shift)

6	Absence of leave rules and regulations for the unaided and management staff (7.5.1)				
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Office – L Section – Mr. Hassan Mydeen

7	Absence of roles and responsibilities for the L section clerk (5.5.3)				
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Office – Hostel Section – Mr. Basheer Ahamed

8	Accounts not maintained for the sale of gunny bags, empty tins, coconut scrap and other hostel scrap (7.5.1) Quotation and comparative statement found not evident from the contractor Mr. Syed Ali, but scrap sold for Rs.6790 on 22.12.16 and also absence of bursar approval				
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9	Absence of mess bill for the month Dec 2016 for the following student (7.5.1) Ayisha Sithika (Admn. No. 251384) attended only 5 days out of 16 days during the month Dec 2016				
Office – Unaided Section – Mr. Kader Hussain					
10	Quotation and comparative statement found not evident for the sale of scrap (7.5.1)				

Recommendations

1. Record room should have sufficient space to store all the old records. Present record room is found to be very poor
2. All the office staff could be trained in the preparation of proposals for pay bill, tax deduction, bank statement, arrear bill etc., and maintain reference document and templates.
3. Eligibility criteria and required documents for the application of various scholarships could be documented and circulated to student
4. Eligibility criteria and required documents for the application of “student aid fund” (for non-scholarships student) could be documented and circulated to student
5. Absence of documented procedure for the application of various online scholarships
6. Too many heads (total head is 123) in maintaining various accounts could be reduced suitably
7. “Card Swipe Machine” could be provided for easy cash transaction at Office / Hostel / Controller of Examinations
8. Hostel attendance could be computerized
9. SMS could be sent to long absentees (hostlers)
10. Requisition slip / indent could be introduced for the stationary transaction
11. Stationary stock and transaction could be accounted with the help of software
12. Certificate serial number and admission number could be introduced in the “Course and Conduct certificate”
13. All the office correspondence could be counter signed by respective section in-charge and DS
14. Separate toilet for “transgender” could be provided as a part of legal requirement
15. Office staff could submit “Visit Report” to Principal after the JD office visit
16. Office staff could submit “Weekly Report” on pending files with JD office

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- 17.** Lead time for the preparation and processing various proposals could be documented and displayed
- 18.** Preparation of fixations, increments, pay bills etc., could be computerized
- 19.** JD office return files and corrections identified by JD office could be recorded
- 20.** Guideline for the verification of eligibility for attending refresher course could be maintained
- 21.** All the incoming materials could be verified for quality, quantity, weight and recorded in the inspection report at the hostel store and payment should be made only when “inspection report” is enclosed with the bill


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Library					
1	Present software doesn't have option for "book reservation" by student (7.1)				
2	Absence of monthly report on library visitors (teaching staff, non-teaching staff & UG & PG student) (7.5.1)				
3	Absence of record for the communication of library rules and regulations to the teaching and non-teaching staff (7.5.1)				
4	"Animal Farm" author "George Orwell" book issued on 21-02-2008, but not renewed or returned for last 9 years (7.5.1)				
5	Separate computers for boys and girls not provided to view library books (6.1) Total computers at present in library – 8 (CCTV – 1, Server – 1, Librarian – 1, Issue & Return – 1, E-gate – 1, OPAC – 1, Purchase Entry – 1)				
6	Absence of cash receipts for the paid amount towards the use of Internet Laboratory (7.4.1)				
7	Computers are not identified by unique numbers in the internet laboratory (7.5.5)				
8	Absence of rules and regulations for the use of internet laboratory for staff and student (7.1)				
9	Absence of rules and regulations for the use of e-library (7.1)				
10	Absence of e-gate registration for the internet laboratory and e-library (7.5.1)				
11	Absence of record for the issue of books purchased from "Chennai Book Fair" (7.5.1)				
12	Absence of separate "Reference section" (7.1)				
13	Present reading area provided for staff, boys and girls found to be insufficient (6.1)				

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14	Book racks are not identified by unique numbering system and the present software doesn't show the book location (7.5.5)				
15	Absence of project corner in library (7.1)				
16	Racks are not identified by unique numbering system in old record room and poor housekeeping observed (6.4)				

Recommendations

- 1. Library working time display board should be updated suitably, since working till 6.25 PM.**
- 2. Library rules and regulations for student could be included in the college calendar**
- 3. Library rules and regulations for teaching and non-teaching staff could be documented and displayed**
- 4. Higher version of software could be purchased for library, as the present software has data limitations (installed during the year 2012)**
- 5. Library bulletin boards could be provided**

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Controller of Examinations					
1	Absence of record for the verification and approval of QP setters competency (7.5.1)				

Recommendations

1. Supplementary examination results could be considered for the preparation of rank list
2. Certificate section could be provided for student services
3. Separate room could be provided for storing old papers and paper valuation
4. Swipe machine could be provided for easy exam fees transaction

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Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC)					
1	Students feedback found not evident for the 1 st and 2 nd year students, M.Phil students and parents feedback (8.2.1)				
2	Absence of objectives / quality benchmarks for the academic and admin departments (5.4.1)				
3	AQAR for the year 2015 not submitted as on date (7.5.1)				
4	Students feedback found not disclosed to faculty for initiating corrective actions (8.2.1)				
5	Formats used in IQAC found not controlled as per ISO 9001 standard requirement (formats are not numbered) (4.2.4) Ex: Faculty profile, data sheet for newsletter, feedback form etc.,				

Recommendations

- 1. Quality circles could be formed to meet NAAC requirements**
- 2. SWOC analysis could have sufficient supporting documents (Ref: AQAR 2014-15)**
- 3. ISBN number could be obtained for IQAC news letter**

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NCC

1	Absence of parade plan (7.1)				
2	Absence of NCC objectives (5.4.1)				


Physical Education

1	Absence of record for monitoring quality objectives (5.4.1)				
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Recommendations

1. Separate room could be provided for indoor games
2. Separate store could be provided for physical education department

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Continuous Internal Assessment (CIA)					
1	Absence of record for the issued for question paper for the conduct of CIA (7.5.1)				
2	Absence of record for the acceptance of CIA invigilators (7.5.1)				
3	Absence of record for the conduct of retest (QP setting, hall arrangement, invigilator assigned, QP issue etc..) (7.5.1)				

Recommendations

- I. Result analysis could be done for the conduct of CIA**