

SHRIMATI INDIRA GANDHI COLLEGE

NAAC -Peer Team Mock Visit Overall Report 26.10.2023

Team - I

Members:

Dr.N.Ponpandian (External)
Dr.T.Karpagam (Internal)
Dr.N.Sharmila (Internal)

Team - II

Members:

Dr. E Ramganes (External)
Ms.N.Vijayalakshmi (Internal)
Dr.R.Thanga Prashath (Internal)

Sl.No	Building Name	Suggestions
1.	Kodiyalam Block	<ul style="list-style-type: none">* Fire Extinguishers.* Out Doors in all Restrooms.* Restrooms for Disabilities Indicator Plates.* First Aid Kits.* Safety Grill for all Floors.* Boards in the building's entrance area (Departments)* Room Indicator Name Plates.
2.	Pethachi Chettiar Block	<ul style="list-style-type: none">* Fire Extinguishers.* First Aid Kits.* Boards in the building's entrance area (Departments)* Room Indicator Name Plates.* Boards in the Building's Entrance area (Departments)
3.	Prarthana Block	<ul style="list-style-type: none">* Fire Extinguishers.*Room Indicator Name Plates.
4.	Vidya Ganapathi Block	<ul style="list-style-type: none">* Fire Extinguishers.* First Aid Kits.*Room Indicator Name Plates.* Boards in the Building's Entrance area (Departments)* Room Indicator Name Plates.
5.	Infrastructure	<ul style="list-style-type: none">*All the departments, laboratories should be painted and clean*Staff members/accounts office/office name boards to be prepared and placed*Notice board to be painted and cleaned*The tables in the laboratories to be painted*Two dust bins to be placed in all the classrooms

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DEPARTMENTS

Team – I Members: Dr.N.Ponpandian (External) Dr.T.Karpagam (Internal) Dr.N.Sharmila (Internal)		Team – II Members: Dr. E Ramganes (External) Ms.N.Vijayalakshmi (Internal) Dr.R.Thanga Prashath (Internal)
SL.NO	DEPARTMENT	SUGGESTIONS
1.	Tamil	*% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Rewards and Recognition Details. *2 Minutes Song (About College History).
2.	English	*% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Rewards and Recognition Details.
3.	Economics	*% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Rewards and Recognition Details. *Economics Growth and Social Education – Display. *Up Date Latest Information in Display.
4.	Mathematics	*% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Rewards and Recognition Details.

		<ul style="list-style-type: none"> * Support to College functions. *Support to other departments to solve problems.
5.	Hospital Administration	<ul style="list-style-type: none"> *% of Revision of Syllabus. *Index Page in all file. *HOD / Staff Signature. *Rewards and Recognition Details. *Model setup front office in a Hospital-Display. *List of departments in Hospital -Display. * Community Development-Mime (Students).
6.	Social Work	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Rewards and Recognition Details. *Uniqueness of The Department.
7.	Bank Management	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Rewards and Recognition Details . *Model Banking Activities -Display .
8.	Computer Science	<ul style="list-style-type: none"> *% of Revision of Syllabus. *HOD / Staff Signature. *Rewards and Recognition Details. *Short Learning Objectives (SLO). *Capacity Building Program. *Index Should be in All File. *HOD Signature.
9.	Bio Chemistry	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature.

		<ul style="list-style-type: none"> *Rewards and Recognition Details . *The manual to be placed along with the research equipment *Label all the science laboratory apparatus/solutions/chemicals etc. *Cover the gas cylinder and pipelines in Bio Chemistry lab *B.Sc and M.Sc to be changed as B.Sc. and M.Sc. in the departmental records and posters. *Students log book in the lab to be updated *Label all the science laboratory apparatus/solutions/chemicals etc. *Patents files and the products/product models to be placed.
10	Micro Biology	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Rewards and Recognition Details. *Students projects must be binded in soft binding (not spiral) *Small booklets about the products and the cost chart to be prepared and placed along with the all the Innovative products. *The functional MOU's to be shown. *Drawings and captions to be done on the boards in the departments.
11.	Chemistry	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature.

		<ul style="list-style-type: none"> *Rewards and Recognition Details. *Label all the science laboratory apparatus/solutions/chemicals etc. *The functional MOU's to be shown. *Place the models in a separate desk neatly by putting table clothes. *Students log book in the lab to be updated.
12.	Physics	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Label all the science laboratory apparatus/solutions/chemicals etc. *Students log book in the lab to be updated. *Recent courses like python programing, Machine learning, AI and lab view can be conducted to the students as value added programs. *Place the models in a separate desk neatly by putting table clothes. *Tables in dark room apparatus to be painted.
13.	FT & CD	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Radiation protective materials in the textiles related projects can be conducted to the students as value added program in FT & CD department. *Title to be placed in kala Parambara poster in FT & CD department . *Too costly products to be avoided. *Models to be placed in separate stall.
14.	BBA	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file.

		<ul style="list-style-type: none"> *HOD / Staff Signature. *Arrange the registers neatly in a table *Alumni file to be updated.
15.	MBA	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Business Lab (Discussion Room) should be shown separately for MBA department. *Online classes from foreign universities faculty for the latest development in the current curriculum can be arranged in the MBA department. *Files to be placed in a class room. *Posters to be placed. *Alumni video 2 to 3 secs.
16.	Commerce	<ul style="list-style-type: none"> *% of Revision of Syllabus. * Index Page in all file. *HOD / Staff Signature. *Arrange the models in veranda. *Place the models in a separate desk neatly by putting table clothes. *Issue register should be kept and updated in the departmental library. *Research details to be updated.

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Overall Report

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PLACE

Team - I

Members:

Dr.N.Ponpandian (External)
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Team - II

Members:

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Ms.N.Vijayalakshmi (Internal)
Dr.R.Thanga Prashath (Internal)

SL.NO	PLACE	SUGGESTIONS
1.	Library	<ul style="list-style-type: none">*Add Books.*Digital Talking Lib.*Display<ul style="list-style-type: none">• 5 laws of Lib.• Library Code of Conduct Students & Staff.• Display UGC Journals.• Ph.D. Thesis Display.*Social Connect.*Garden Library.*Library Quiz.
2.	IQAC	Display of Publication, Books (Staff).
3.	IT	<ul style="list-style-type: none">*Display<ul style="list-style-type: none">• Information about the hardware and software components of the system.(Operating System Version, Installed Software, Antivirus and Security Software, Processor (CPU), Memory (RAM), Storage, Motherboard, Network Adapters.,Etc.*Institution Information System (IIC) (Role, Objectives and Policies)*E-Books List .*Bring Your Own Device" (BYOD).*Videos in Lab.*Center for Knowledge.*Duty Chart.

4.	Communication Lab	<ul style="list-style-type: none"> *Educational Communicational Lab (Name). *Profile of Communication Lab (Display). *Information about the hardware and software components of the system.
5.	Multi-Purpose Lab	<ul style="list-style-type: none"> *Information about the hardware and software components of the system. *Logo Software.
6.	Sports	<ul style="list-style-type: none"> *Posters of Winners. *Yoga Class Room Space and Yoga Class.
7.	Fine Arts	<ul style="list-style-type: none"> *Association link with Pedagogy. *Creating Videos for Teaching. *Fine arts Education.
8.	Canteen	<ul style="list-style-type: none"> *Rate Display. *Staff Uniforms and Gloves and Aprons. *Trash Disposal. * Safety Measures (Fire Safety Systems).
9.	Kamala Nehru Hostel Block	<ul style="list-style-type: none"> *Display of Hostel Warden Name. *Display Hostel Code of Ethics. *Time Schedule Display. *Rules and Regulations. *Room Allocation and Inventory. * Fire Safety. *Waste Disposal System. *Common Areas (study spaces for students) * Ethical Internet Use. * Health and Safety. * Restriction on Parents/Guardians policy Display Board.
10.	College Mess	<ul style="list-style-type: none"> *Menu Variety Display. * Portion Control Measures Display. * Timings Display. *Dining Ambiance.
11.	Health Center	<ul style="list-style-type: none"> *Register. * Protocols and Guidelines.
12.	Finance Office	<ul style="list-style-type: none"> *Finance Office displays. *Display Notices. * Staff Name Board. *Duty Chart. *Government Enterprise Marketing (GEM) Login (Purchase) *Petty Cash Policy.

		<ul style="list-style-type: none"> * Document Financial Transactions (Invoices, Receipts, or other Relevant Documentation) * Accounting Software. * Approval and Authorization. * Grant and Fund Management. * Budget and Actual Analysis. * Audit Trails. *Income Statements (to monitor the college's financial position and performance) *ESI, Insurance PF Records.
13.	Principal Office	<ul style="list-style-type: none"> *Display Notices. * Staff Name Board. *Duty Chart. *Organizational Chart. *Documents (Staff Approval, Department Details Diploma Course Details, Certificate Course Details, Post Letter, News Cuttings).
14.	Training and Placement	<ul style="list-style-type: none"> *Duty Chart Display. *Future Plan Display.
15.	Research and Development Cell	<ul style="list-style-type: none"> * Research policy to be prepared and displayed * SOP for research ethics and research publications promotions to be prepared * Seed money and Patent files to be kept *The extension and socially relevant activities like water analysis, Sellathon, etc file to be prepared separately *Quality publications in reputed journals *Motivate the Ph.D holders to get guideship and the others who are having Ph.D guideship to guide the students *Motivate the staff to complete Ph.D *Organize program about how to write research articles using journal editor and research tool.

GENERAL SUGGESTIONS

- Index Page should have College Name & Logo.
- A new stall named 'Innovation Ecosystem Stall' to be shown separately and all the innovative products (soap, hair oil, creams, frocks, bags, wealth from ware related products, etc) to be placed neatly in the stall.
- Program specific outcome (10 points) for all the departments to be printed on the thick board and to be placed in all the department.
- Program outcome (10 points) to be printed on a thick board and to be placed in IQAC room.
- All the records and files to be displayed very neatly.
- Important documents like publications, book chapters to be placed upwards and re valuation files should be placed down to all the records.
- Current 10 prominent alumnae and 30-50 seconds videos by the prominent alumnae to be displayed.
- Research scholars and some students can explain the research equipment and the models.
- Value added courses and the befits to be prepared and to be shown.
- Study materials for the slow learners can be shown voluntarily.
- Guidance to the Advance learners can be included in the PPT.
- Bio-data format to be changed contains mentor-mentee details.
- Staff achievement must be changed to Faculty Members Achievement.
- In the publications Scopus should be placed top and care listed should be placed down.
- The file/records/models to be placed in the laboratory itself for MB and Physics department.
- Separate year wise Alumnae files to be prepared.
- Quality records can be shown voluntarily.
- Label all the CD's materials.
- Quality metrices records to be prepared neatly (mark is high).
- Lab coats can be given to the students for practicals.
- Sellathon, Ideathon, exhibition cum sales, food festivals organized in various departments to be shown separately.

- Staff can divide the files and records and show them to the NAAC members without delay.
- Info graphs to be prepared and displayed.
- The posters must contain the unique features of the departments.
- During the NAAC visit to the labs arrange the students to do practical.
- The students who knows Hindi can participate in the student interaction with the NAAC team.
- Check the signature of HOD and Principal in all the files and records.

[Handwritten signature]
26/07/23

Minutes of Meeting Held on


21.12.2022

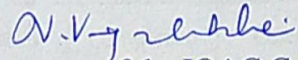
Agenda: Finalisation of Internal Auditing Report

Details:

The internal audit committee formed by Ms.N.Vijayalakshmi, IQAC coordinator of the college, finalised the reports and records maintained by various department to the college committee headed by Principal.

Committee members of IQAC


V. Lakshmi,
Principal
N. S. R.
N. S. R.



Sig nature of the IQAC Coordinator

Member Secretary & Co-ordinator
Internal Quality Assurance Cell (IQAC)
Shrimati Indira Gandhi College
Tiruchirappalli - 620 002..

Internal Audit Report for 2022-2023

Record Particulars	Bank Management	Bio-Chemistry	Business Administration	Chemistry
Affiliation Order	Completed	Completed	Completed	Not Completed
Syllabus	Completed	Completed	Completed	Completed
Faculty Profile	Completed	Completed	Completed	Need to be updated
Self Appraisal Form	Completed	Completed	Completed	Completed
Self Appraisal Register	Completed	Soft copy only	Completed	Completed
Department Meeting Minutes Register	Completed	Completed	Completed	Completed
Association Activities Minutes Register & Report	Completed	Completed	Completed	Not Completed
No of Students Sanctioned, Enrolled and Galley Proof	Completed	Completed	Completed	Completed
Diary of Events	Completed	Not Completed	Completed	Completed
Out Reach Programme	Need to be updated	Need to be updated	Not Completed	Completed
Interdepartmental Linkages	Completed	Completed	Nil	Nil
Consultancy	NA	NA	Nil	Nil
Awards and Recognition	Nil	Completed	Nil	Completed
MOU	NA	NA	Nil	Need to be updated
Records of Industrial Visit and Field Visit	Completed	Completed	Completed	Completed
Magazine	Nil	Nil	Completed	Nil
Publication details and Reprints	Completed	Completed	Completed	Completed
Staff and Students Achievements Register	Completed	Completed	Completed	Completed
Book Published	Nil	Need to be updated	Nil	Nil

Research Projects Submitted and Approved	Nil	Completed	Nil	Completed
Seminar Proceedings	Nil	Completed	Not Completed	Nil
Stake Holder Feedback obtained	Not Completed	Soft copy only	Nil	Completed
Student Funded Project	NA	Completed	Nil	Nil
University Mark Register and Galley	Completed	Completed	Need to be updated	Completed
Result analysis - UG, PG, Diploma	Completed	Completed	Completed	Need to be updated
Rank Register	Completed	Completed	Completed	Completed
Study Material	Completed	Completed	Completed	Completed
Question Bank	Completed	Completed	Completed	Need to be updated
Sample Lab Records	NA	Completed	NA	Completed
List of Equipments	NA	Completed	NA	Completed
Stock Register	NA	Completed	NA	Completed
System configuration and Accessories	NA	NA	NA	Nil
No of Books and Journal	Nil	Completed	Completed	Nil
Attendance Register	Need to be updated	Completed	Completed	Completed
Work load and Time table	Need to be updated	Completed	Completed	need to be updated
Class Adjustment register	Need to be updated	Completed	Completed	Completed
Work done register	Need to be updated	Completed	Nil	Completed
Students work done register	Completed	Completed	Nil	Nil
Leave Letter File	Need to be updated	Not Completed	Completed	Completed
Internal Mark Register	Completed	Completed	Completed	Need to be updated
Alumni Meet and Placement Register	Completed	need to be updated for last month	Completed	Not Completed
Parents Teacher and Grievance Redressal	Need to be updated	Completed	Not Completed	Completed

Department Research, List of Ph.D Students Enrolled	NA	NA	Completed	Nil
Communication and Circular file	Completed	Completed	Need to be updated	Completed
Revaluation File	Not Completed	Completed	NA	Completed
Stock Maintenance Register	NA	Completed	NA	need to be updated
Equipment Bills	NA	Completed	NA	Completed
More than 1 Lakh list	NA	Completed	NA	Nil

Internal Audit Report for 2022-2023

Record Particulars	Commerce	Computer Science	Economics	English
Affiliation Order	Completed	Need to be updated	Need to be updated	Completed
Syllabus	Completed	Completed	Completed	Completed
Faculty Profile	Completed	Completed	Completed	Completed
Self Appraisal Form	Completed	Completed	Completed	need to be updated
Self Appraisal Register	Completed	Nil	Need to be updated	need to be updated
Department Meeting Minutes Register	Not Completed	Completed	Completed	Completed
Association Activities Minutes Register & Report	Completed	Completed	Completed	Completed
No of Students Sanctioned, Enrolled and Galley Proof	Soft copy only	Soft copy only	Completed	Completed
Diary of Events	Completed	Completed	Need to be updated	Completed
Out Reach Programme	Nil	Completed	Completed	Completed
Interdepartmental Linkages	Need to be updated	Completed	Completed	Not Completed
Consultancy	Nil	Nil	Nil	Nil
Awards and Recognition	Need to be updated	Completed	Completed	Completed
MOU	Completed	Completed	Nil	Nil
Records of Industrial Visit and Field Visit	Completed	Completed	Completed	Completed
Magazine	Completed	Not Completed	Nil	Completed
Publication details and Reprints	Completed	Completed	Completed	Completed
Staff and Students Achievements Register	Completed	Completed	Not Completed	Completed
Book Published	Not Completed	Completed	Nil	Completed

Research Projects Submitted and Approved	Nil	Completed	Nil	Completed
Seminar Proceedings	Completed	Completed	Nil	Nil
Stake Holder Feedback obtained	Not Completed	Completed	Completed	Completed
Student Funded Project	Nil	Nil	Nil	Nil
University Mark Register and Galley	Completed	Completed	Completed	Completed
Result analysis - UG, PG, Diploma	Completed	Completed	Completed	Completed
Rank Register	Need to be updated	Completed	Completed	Completed
Study Material	Completed	Completed	Completed	Completed
Question Bank	Completed	Completed	Completed	Completed
Sample Lab Records	Need to be updated	Need to be updated	Nil	Nil
List of Equipments	Nil	Need to be updated	Nil	Nil
Stock Register	Nil	Nil	Nil	Nil
System configuration and Accessories	Nil	Nil	Nil	Nil
No of Books and Journal	Nil	Soft copy only	Nil	Nil
Attendance Register	Completed	Completed	Completed	Completed
Work load and Time table	Not Completed	Completed	Completed	Completed
Class Adjustment register	Completed	Completed	Completed	Completed
Work done register	Not Completed	Completed	Completed	Completed
Students work done register	Completed	Nil	Completed	Nil
Leave Letter File	Completed	Completed	Need to be updated	Completed
Internal Mark Register	Completed	Completed	Completed	Completed
Alumni Meet and Placement Register	Not Completed	Not Completed	Need to be updated	Not Completed
Parents Teacher and Grievance Redressal	Completed	Completed	Completed	Completed

Department Research, List of Ph.D Students Enrolled	Completed	Completed	Nil	Nil
Communication and Circular file	Completed	Completed	Completed	Completed
Revaluation File	Soft copy only	Completed	Completed	Completed
Stock Maintenance Register	Nil	Completed	Nil	Nil
Equipment Bills	Nil	Nil	Nil	Nil
More than 1 Lakh list	Nil	Nil	Nil	Nil

Internal Audit Report for 2022-2023

S. No	Record Particulars	Fashion Technology	Hospital Administration	Management studies	Mathematics
1	Affiliation Order	Completed	Completed	Completed	Completed
2	Syllabus	Completed	Completed	Completed	Completed
3	Faculty Profile	Completed	Completed	Completed	Need to be updated
4	Self Appraisal Form	Completed	Completed	Completed	Completed
5	Self Appraisal Register	Nil	Completed	Completed	Completed
6	Department Meeting Minutes Register	Completed	Completed	Not Completed	Completed
7	Association Activities Minutes Register & Report	Completed	Completed	Completed	Completed
8	No of Students Sanctioned, Enrolled and Galley Proof	Need to be update	need to be updated	Completed	Completed
9	Diary of Events	Need to be updated	need to be updated	Completed	Not completed
10	Out Reach Programme	Completed	Nil	Need to be updated	Completed
11	Interdepartmental Linkages	Nil	Completed	Completed	Completed
12	Consultancy	Nil	NA	Nil	NA
13	Awards and Recognition	Nil	NA	Nil	Nil
14	MOU	Nil	Completed	Completed	NA
15	Records of Industrial Visit and Field Visit	Completed	Completed	Completed	Completed
16	Magazine	Nil	NA	Completed	Completed
17	Publication details and Reprints	Nil	Completed	Completed	Completed
18	Staff and Students Achievements Register	Need to be completed	Completed	Not Completed	Completed
19	Book Published	Nil	Completed	Completed	Completed

20	Research Projects Submitted and Approved	Completed	Nil	Completed	NA
21	Seminar Proceedings	Nil	Nil	Nil	Completed
22	Stake Holder Feedback obtained	Completed	Nil	Completed	NA
23	Student Funded Project	Nil	Nil	Nil	NA
24	University Mark Register and Galley	Completed	Completed	Not Completed	Completed
25	Result analysis - UG, PG, Diploma	Completed	Completed	Completed	Completed
26	Rank Register	Completed	need to be updated	Completed	Completed
27	Study Material	Completed	Completed	Completed	Completed
28	Question Bank	Completed	Completed	Completed	Completed
29	Sample Lab Records	Completed	NA	Nil	NA
30	List of Equipments	Completed	NA	Nil	NA
31	Stock Register	Completed	NA	Nil	NA
32	System configuration and Accessories	Nil	NA	Nil	NA
33	No of Books and Journal	Nil	Nil	Completed	-
34	Attendance Register	Completed	Completed	Completed	Completed
35	Work load and Time table	Completed	Completed	Completed	Completed
36	Class Adjustment register	Completed	Completed	Completed	Completed
37	Work done register	Completed	Not completed	Completed	Completed
38	Students work done register	Completed	Completed	Completed	-
39	Leave Letter File	Completed	Completed	Completed	Completed
40	Internal Mark Register	Completed	Completed	Need to be updated	Completed
41	Alumni Meet and Placement Register	Completed	Completed	Completed	Completed
42	Parents Teacher and Grievance Redressal	Completed	Completed	Completed	Completed

43	Department Research, List of Ph.D Students Enrolled	Nil	NA	Completed	Completed
44	Communication and Circular file	Completed	Completed	Completed	Completed
45	Revaluation File	Completed	Nil	Completed	Completed
46	Stock Maintenance Register	Completed	NA	Nil	NA
47	Equipment Bills	Completed	NA	Nil	NA
48	More than 1 Lakh list	Nil	NA	Nil	NA

Internal Audit Report for 2022-2023

S. No	Record Particulars	Microbiology	Physics	Social Work	Tamil
1	Affiliation Order	Completed	Completed	Completed	Completed
2	Syllabus	Completed	Completed	Completed	Completed
3	Faculty Profile	Completed	Completed	Need to be completed	Soft copy only
4	Self Appraisal Form	Completed	Completed	Completed	Completed
5	Self Appraisal Register	Completed	Completed	Not completed	Need to be updated
6	Department Meeting Minutes Register	Completed	Completed	Completed	Completed
7	Association Activities Minutes Register & Report	Need to be updated	Completed	Need a signatures	Completed
8	No of Students Sanctioned, Enrolled and Galley Proof	Completed	Completed	Not completed	Completed
9	Diary of Events	Completed	Completed	Not completed	Need to be updated
10	Out Reach Programme	Completed	Completed	Completed	Completed
11	Interdepartmental Linkages	Completed	Nil	Completed	Nil
12	Consultancy	Completed	Nil	NA	Nil
13	Awards and Recognition	Completed	Completed	Completed	Completed
14	MOU	Completed	Completed	Completed	Completed
15	Records of Industrial Visit and Field Visit	Completed	Not Completed	Completed	Completed
16	Magazine	Nil	Need to be updated	NA	Completed
17	Publication details and Reprints	Completed	Completed	Arrange in order	Completed
18	Staff and Students Achievements Register	Completed	Completed	Completed	Completed
19	Book Published	Completed	Nil	Nil	Completed

20	Research Projects Submitted and Approved	Completed	Completed	Completed	Completed
21	Seminar Proceedings	Completed	Completed	Completed	Nil
22	Stake Holder Feedback obtained	Completed	Completed	Completed	Completed
23	Student Funded Project	Completed	Completed	Completed	Nil
24	University Mark Register and Galley	Completed	Completed	Completed	Completed
25	Result analysis - UG, PG, Diploma	Completed	Completed	Completed	Need to be updated
26	Rank Register	Completed	Completed	Completed	Completed
27	Study Material	Completed	Completed	Need to be completed	Completed
28	Question Bank	Completed	Completed	Completed	Need to be updated
29	Sample Lab Records	Completed	Completed	NA	Nil
30	List of Equipments	Completed	Completed	NA	Nil
31	Stock Register	Completed	Completed	NA	Nil
32	System configuration and Accessories	Nil	Completed	NA	Nil
33	No of Books and Journal	Completed	Nil	Nil	Nil
34	Attendance Register	Completed	Completed	Completed	Completed
35	Work load and Time table	Not completed	Need to be updated	Completed	Completed
36	Class Adjustment register	Completed	Completed	Completed	Completed
37	Work done register	Completed	Completed	Not completed	Completed
38	Students work done register	Completed	Completed	Nil	Nil
39	Leave Letter File	Completed	Completed	Completed	Completed
40	Internal Mark Register	Completed	Completed	Completed	Need to be updated
41	Alumni Meet and Placement Register	Need to be completed	Completed	Completed	Nil
42	Parents Teacher and Grievance Redressal	Completed	Need to be updated	Completed	Need to be updated

43	Department Research, List of Ph.D Students Enrolled		NA	Not completed	Need to be updated
44	Communication and Circular file	Completed	Completed	Completed	Completed
45	Revaluation File	Completed	Completed	Completed	Completed
46	Stock Maintenance Register	Completed	Completed	Completed	Nil
47	Equipment Bills	Completed	Completed	Completed	Nil
48	More than 1 Lakh list	Completed	NA	Completed	Nil

Principal Office

S.No	Documents/File	Remarks
1	Advertisement (for Admission and College	Completed
2	University Communication (Incoming and Outgoing)	Completed
3	Commission Report	Completed
4	New Course Affiliation file	Completed
5	CBCS File	Completed
6	Ph.D Registration	Yet to completed
7	Individual Staff Records: a)Qualification Approval b)M.Phil Gidship	a)Completed b)Completed
8	Result Analysis	Yet to completed
9	University Rank Holders	Maintained by Account office
10	Convocation Procedures	Completed
11	Admission Details	Completed
12	Government Scholarship	Completed
13	TC Issue Register	Completed
14	and Outgoing)	Completed
15	Communication (Incoming and Outgoing)	Completed
16	Bonafide File	Completed
17	Students Attendance Report	Completed
18	Staff Attendance and	Completed
19	Staff Leave and Permission	Completed
20	Report (College Day, Association Day, Sports Day	Completed
21	Diary of Events (Voice of Santhanam)	Yet to completed
22	University Mark Register and Galley	Completed
23	Letter Dispatch Record	Completed
24	Table	Completed
25	Register	Completed
26	Work done Register	Completed
27	Telephone Register (Incoming and Outgoing)	Completed
28	Admission Register	Completed
29	University Marksheet Issue Register	Completed
30	Applications	Completed
31	University Exam Attendance	Completed
32	Exam	Completed
33	Register	Completed
34	Activities	Completed

Physical Education

S.No	Documents/File	Remarks
1	Communication File	Yet to complete
2	Estimation Letters	Completed
3	Register	Completed
4	Certificates	Completed
5	Communication to officials	Completed
6	Students permission Letter	Completed
7	Sports Expenses (TA & DA)	Completed
8	News Paper Cuttings	Completed
9	Sports day Reports	Completed
10	Inter Collegiate Tournament & Eligibility file form	Completed
11	Association Activities	Completed
12	Staff and Student	Completed
13	Parents Permission Letter	Completed
14	Stock Register	Completed
15	Issue Register	Yet to complete
16	Minutes Register	Completed

Training and Placement Cell

S.No	Documents/File	Remarks
1	Students Database (Final Year)	Completed
2	List of companies Visited	Completed
3	Communication and Linkages with companies for Placements	Completed
4	Details of Training Provided (Invitation, Attendance and Feed back)	Soft copy only
5	Selected students list for each company	Completed
6	Appointment letters	Completed
7	Placement Minutes	Completed
8	Placement Drive Details (Invitation, Attendance and Feed back)	Completed
9	MoU for Training and Placement	Completed
10	Details of Career Guidance Annual Placement Details	Completed
11	(Company wise & Consolidated)	Completed
12	Feedback from Recruiters	Completed

IT and Infrastructure

S.No	Documents/File	Remarks
1	IT Asset Details (Lab wise)	Completed
2	Stock Register	Completed
3	Movement Register	Completed
4	Students Log Register	Completed
5	Staff Log Register	Completed
6	CCTV Maintenance	Completed
7	Smart TV and Interactive Flat Panel Maintenance	Completed
8	Lab Time Table	Completed
9	Software License Register	Completed

Library

S.No	Documents/File	Remarks
1	Stock Register	Completed
2	Purchase Quotation	Completed
3	Purchase Bills	Completed
4	Reference Register	Completed
5	Stock Verification	NA
6	Book Bank (Stock and Issue Register)	Completed
7	CD Register	Completed
8	Journal Register	Completed
9	Journal Communication	Completed
10	Journal Back Volume	Completed
11	Book Issue Register	Completed
12	Department wise Book List	Completed
13	Donor File	Completed
14	Log Register (Students and Staff)	Completed
15	Catalogue	Completed
16	Library Advisory Committee Minutes	Completed
17	Notice Board	NA

Account Office

Documents/File	Remarks
Bank Challan Book	Completed
Vendor Bills (to be Paid)	Completed
Daily Collection	Completed
Cash Book	Completed
Salary Bill	Completed
Fee Structure	Completed
Bill Payment	Completed
PF - New Declaration form	Completed
ESI - Maintenance File	Completed
ESI - Consolidated list	Completed
UAN - Consolidated list	Completed

Clubs and Committees

Documents/File	RRC	Consumer Club	NSS	Exnora Club	Nature Club
Minutes Register	Completed	Need to be updated	Completed	Completed	Completed
Activity reports with Jio talks	Completed	Need to be updated	Completed	Yet to Complete	Completed
Action plan for the year	Completed	Yet to complete	Completed	Completed	NA

Clubs and Committees

Documents/File	Fine Arts	Gender Club	Quiz Club	YRC	Rotaract Club
Minutes Register	Completed	Completed	Yet to Completed	Completed	Completed
Activity reports with Jio talks	Completed	Completed	Completed	Completed	Completed
Action plan for the year	Completed	Soft copy only	Yet to Completed	Completed	Completed

**Minutes of Meeting Held on
24.01.2023**

Agenda: Reconciliation of Records for the year 2022-2023

Details:

Records that were incomplete or needed and submitted to the scrutinising committee and were verified and found to be correct.

Committee members of IQAC

[Handwritten signatures of committee members]

[Handwritten signature of IQAC Coordinator]

Sig nature of the IQAC Coordinator
Member Secretary & Co-ordinator
Internal Quality Assurance Cell (IQAC)
Shrimati Indira Gandhi College
Tiruchirappalli - 620 002..