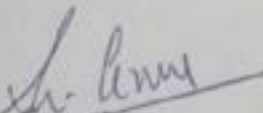


Department: History
P.M.

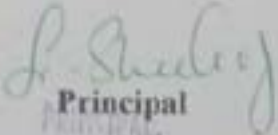
CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
1- CURRICULAR ASPECTS	1.1.1 Syllabus and lesson plan	BoS minutes can be removed from the file.	Completed
	1.1.3 employability/ entrepreneurship/ skill development	-Nil-	File should be created.
	1.2.2 Choice Based Credit System	The file is completed.	Signature of the course in-charge and HoD should be included in the name list.
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	The file is completed.	Name list should be included with the signature of course in-charge and HoD
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	-Nil-	File should be created.
	1.3.4 Students undertaking Field Projects/ Internships	File only the field project and internship. (industrial visit should not be included)	Sample proof can be included.
2- TEACHING LEARNING AND EVALUATION	1	Communi List	Prepare Community list
	2	Advance & slow learners	Rework
	3	Full time teachers ratio	Rework
	4	No files	Prepare Students Centric Methods with proof

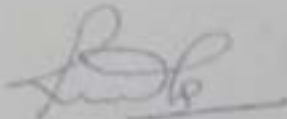
	5	No files	Prepare Teachers ICT enables files with proof
	6	Mentee list	Class wise Mentee list
	7	Department Calendar	Activity proof
	8		
	9	Result analysis	Class wise and Staff wise Result analysis Report
3- RESEARCH INNOVATIONS AND EXTENSION	3.4.2	Dept can concentrate on apply for funding projects, collaboration activity, consultancy. and	Guides list and students list to be attached.
	3.4.3		NAAC Template to be kept in the file.
	3.4.3(a)		NAAC Template to be kept in the file.
	3.4.3(b)		NAAC Template to be Kept in the file.
	3.4.4		NAAC Template to be Kept in the file, Hard copy and soft copy of the full paper need to keep.
	3.7.2		Template and proof to be kept in the file. Report of the event, Participants list and photos are required.
5- STUDENT SUPPORT AND PROGRESSION	5.1.1 & 5.1.2	Yet to receive details from College Office	Once received data will be updated Need to obtain photo copy of data pertaining to 5.1.2
	5.1.3		Need communication letter pertaining to Neuro Linguistic Program
	5.1.4		Attendance Sheet of the participants to be obtained
	5.2.1		Appointment letter of Students who were placed on employment
	5.2.2		Copy of Fee receipt of students who have

			joined PG and above courses (Include B.Ed. students in the template)
	5.2.3	No Comments	
	5.3.1	No Comments	
	5.3.3		Name list of the students to be provided separately for all activities mentioned in the template
6- GOVERNANCE, LEADERSHIP AND MANAGEMENT	6.3.3.	No. of participants to be changed from 7 to 4	Certificates to be arranged according to S.No.
	6.4.2	Details to be changed to template 6.3.2.	
7- INSTITUTIONAL VALUES AND BEST PRACTICES	7.1.8	Include Exhibition in the template	
	7.2	<ul style="list-style-type: none"> Historica - Report Should be Kept Rework on Best Practices 	
	7.3	<ul style="list-style-type: none"> Title and writeup should be sent to DQAC No Signature in the museum report 	
			No activities in 7.5,7.6,7.10. Try to include more activities


Secretary

Secretary,
Providence Collgns. Management
0011002-643104.


Principal
PROVIDENCE COLLEGE FOR WOMEN
0011002-643104.



IQAC Coordinator

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

16.06.2022 & 17.06.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

Department: Botany
P.M

Date & Time: 17.06.2022 – 11.30 A.M. to 12.00

CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
1- CURRICULAR ASPECTS	1.1.1 Syllabus and lesson plan	The file is completed	Completed
	1.1.3 employability/ entrepreneurship / skill development	More course can be added.	completed
	1.2.2 Choice Based Credit System	-Nil-	File should be created
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	No Comments	Name list should be included with the signature of course in- charge and HoD
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	File completed	Proof can be included
	1.3.4 Students undertaking Field Projects/ Internships	Only field projects and internship should be filed. (Field trip should be excluded)	Sample project record can be included.
2- TEACHING LEARNING AND EVALUATION	1	Students Admitted from reserve	Rework
	2	Special Advance program and slow learners	Program write up& Students name list
	3	Full time Teachers	Rework(UG,PG-Seperatly)
	4	Students Centric methods	Photo proof
	5	ICT tools	ODK add in ICT tools list
	6	Mentor-mentee	Class wise Mentee list

	9	Result analysis	Affiliated batch Class wise and staff wise result analysis
3- RESEARCH INNOVATIONS AND EXTENSION	3.4.2	Dept can concentrate on apply for funding projects, collaboration activity and, consultancy.	Guideship details – Template to be kept in the file
	3.3.2		Supportive documents to be kept in the file.
	3.4.3		NAAC template to be kept in the file
	3.4.3(a)		NAAC template to be kept in the file
	3.4.3(b)		Seminar/ conference/webinar attended and organized details to be kept
	3.4.4		Softcopy and hard copy of the full paper to be maintained.
	3.7.2		Newspaper cuttings softcopy and hard copy to be maintained.
5- STUDENT SUPPORT AND PROGRESSION	5.1.1 & 5.1.2	Yet to receive details from College Office	Once received data will be updated Need to obtain photo copy of data pertaining to 5.1.2
	5.1.3		Some more activity to be included according to the topic conducted in webinars/ workshops related to the template provided.
	5.1.4	No Comments	
	5.2.1	No Comments	
	5.2.2		Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)
	5.2.3	No Comments	
	5.3.1	No Comments	
	5.3.3		Students list to be provided with the co Ordinator's signature.
	5.4.2		For the non financial contribution concern person's details to be provided

<p>6- GOVERNANCE, LEADERSHIP AND MANAGEMENT</p>	<p>File not maintained</p>		
<p>7- INSTITUTIONAL VALUES AND BEST PRACTICES</p>	<p>7.1.5</p>	<p>Proof and report should be kept</p>	
	<p>7.1.6</p>	<ul style="list-style-type: none"> • UBA report should be removed 	
	<p>7.1.11</p>	<ul style="list-style-type: none"> • No report and proof for some activities • World Wildlife Week - No Signature of the Principal • Nation Science Day - Report and proof - send to DQAC 	
	<p>7.2</p>	<ul style="list-style-type: none"> • No Reports for some activity • Bee Keeping - Should be added • Title and writeup - Send to DQAC 	
	<p>7.3</p>	<p>Title and writeup - Send to DQAC</p>	
			<p>Try to have more activities relevant to criterion-7.</p>

S. Anon
Secretary,

PROVIDENCE COLLEGE FOR WOMEN
COOROOH.643104.

S. Sheehy
PRINCIPAL,

PROVIDENCE COLLEGE FOR WOMEN
COOROOH-643104.

S. Anon

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

16.06.2022 & 17.06.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

Department: Economics
A.M

Date & Time: 17.06.2022 – 10.30 A.M. to 11.30

CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
1- CURRICULAR ASPECTS	1.1.1 Syllabus and lesson plan	File is completed	Completed
	1.1.3 employability/ entrepreneurship/ skill development	File is completed with proper data	Completed
	1.2.2 Choice Based Credit System	File is completed with proper data	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	File is completed with proper data	Completed
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	File is completed	Proof can be filed
	1.3.4 Students undertaking Field Projects/ Internships	File is completed	Sample project record can be kept.
2- TEACHING LEARNING AND EVALUATION	3	Students-teachers ratio	Rework (UG,PG-Separately)
	6	Mentor	Circular need
	9	Pass percentage	Affiliated batch result analysis pending
3- RESEARCH INNOVATIONS AND EXTENSION	3.2.1	Dept can concentrate on Publications, collaboration activity, consultancy and extension activities.	Sanction letter for funds received to be kept in the file.
	3.3.2		Workshop on Entrepreneurship can be brought in this file.
	3.6.3		Extension of UBA can be kept in this file
	3.7.2		Students list to be kept

5- STUDENT SUPPORT AND PROGRESSION	5.1.1 & 5.1.2	Yet to receive details from College Office	Once received data will be updated
	5.1.3		Some more activity to be included according to the topic conducted in webinars/ workshops related to the template provided.
	5.1.4	No Comments	
	5.2.1	No Comments	
	5.2.2		Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)
	5.2.3	No Comments	
	5.3.1		List of the students to be provided as per template
	5.3.3	No Comments	
	5.4.1		Separate file to be maintained
6- GOVERNANCE, LEADERSHIP AND MANAGEMENT	6.3.3	Details to be added	6.3.3
	6.3.4	Template details not sent to DQAC	6.3.4
		Certificates to be scanned and sent to DQAC	
7- INSTITUTIONAL VALUES AND BEST PRACTICES	7.1.1	Rearrange the sheets	
	7.1.8	<ul style="list-style-type: none"> Cultural Activity Program Should be added in the Template. Scan the report with proof and send to DQAC. 	
	7.2	<ul style="list-style-type: none"> Newsletter – Proof should be kept Remedial Class – Geotagged photo should be kept. 	
	7.3	<ul style="list-style-type: none"> Inclusive Education – 	

		Correction in the report Add Geotagged Photo. • Signature in the report.	
			Try to have more activities relevant to 7.1.5, 7.1.6, 7.1.9, 7.1.10, 7.1.11

A. Ann
Secretary

Secretary,
Evidence College Management
0031 000 045104

L. Sheehy
Principal

PRINCIPAL,
PROVIDENCE COLLEGE FOR WOMEN,
0021000-045104

[Signature]

IQAC Coordinator

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

16.06.2022 & 17.06.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

Department: English

Date & Time: 17.06.2022 - 09.40 A.M. to 10.00 A.M

CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
1- CURRICULAR ASPECTS	1.1.1 Syllabus and lesson plan	File completed with proper data.	Completed
	1.1.3 employability/ entrepreneurship/ skill development	Separate file should be created	Format should be followed.
	1.2.2 Choice Based Credit System	Separate file should be created	Syllabus and name list should be filed with the signature of course in-charge and HoD.
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	Separate file should be created	Syllabus and name list should be filed with the signature of course in-charge and HoD.
	1.3.2 Value-added & 1.3.3 Students enrolled in 1.3.2	Separate file should be created	Syllabus and name list should be filed with the signature of course in-charge and committee in-charge with its proof.
	1.3.4 Students undertaking Field Projects/ Internships	Separate file should be created	Project name list with its proof should be filed.
2- TEACHING LEARNING AND EVALUATION	1	Students Admitted from reserve	Rework
	2	Special Advance program and slow	Students name list

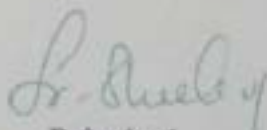
		learners	
	3	Full time teachers	Authorized name list
	4	Students centric methods	Program write-up with students name list
	5	ICT Tools	ICT tools staff using list and proof
	6	Mentor-mentee	Ratio and authorized staff list
	7	Adherence of calendar	Department calendar and activity proof
	9	Pass percentage	Authorized Sign
3- RESEARCH INNOVATIONS AND EXTENSION	3.2.3	Dept can concentrate on apply for funding projects, collaboration activity and consultancy	Guideship Number and Research scholars list to be kept in the file.
	3.3.2		Workshop conference details
	3.4.3		Hard copy and soft copy of the full paper to be maintained as it is Print journal.
	3.4.3(a)		NAAC template to be kept in the file
	3.4.3(b)		NAAC template to be kept in the file.
	3.6.3		UBA details to be kept in the file
	3.7.1		Collaboration details
5- STUDENT SUPPORT AND PROGRESSION	5.1.1 & 5.1.2	Yet to receive details from College Office	Once received data will be updated Need to obtain photo copy of data pertaining to 5.1.2
	5.1.3		Some more activity to be included according to the topic conducted in webinars/ workshops related to the template provided.
	5.1.4	No Comments	
	5.2.1	No Comments	
	5.2.2		Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed students in the template)
	5.2.3		Concern resource person's details to be provided for proof.

	5.3.1	No Comments	
	5.3.3	No Comments	
6- GOVERNANCE, LEADERSHIP AND MANAGEMENT	File not maintained		
7- INSTITUTIONAL VALUES AND BEST PRACTICES	7.1.1	Awareness talks on girl child trafficking – Scan properly	
	7.1.8	<ul style="list-style-type: none"> • Human Development – No signature • One Webinar should be added in the template 	
	7.2	<ul style="list-style-type: none"> • Files should be separated • Repetition should be avoided • Title and writeup - send to DQAC 	
	7.3	<ul style="list-style-type: none"> • Creative club report of embroidery – Scan Properly • NET /SET Coaching should be added • Title and writeup - send to DQAC 	
			Try to have more activities to include in 7.1.5,7.1.6,7.1.9,7.1.10



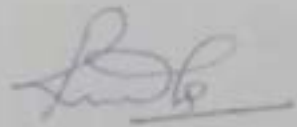
Secretary

Secretary,
Providence College Management
COOR-000-643104.



Principal

Principal,
PROVIDENCE COLLEGE FOR WOMEN
COOR000-643104.



IQAC Coordinator

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

16.06.2022 & 17.06.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

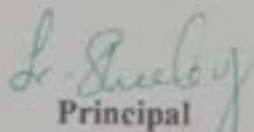
Department: Language

Date & Time: 16.06.2022 – 02.30 P.M. to 03.30 P.M

CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
1- CURRICULAR ASPECTS	1.1.1 Syllabus and lesson plan	Redo the lesson plan	Dates should be changed.
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	The file is completed	Certificate Xerox can be filed as a proof.
2- TEACHING LEARNING AND EVALUATION	-Nil-		
3- RESEARCH INNOVATIONS AND EXTENSION	3.2.3	Dept can concentrate on Publications and Consultancy.	Guideship list to be kept
	3.1.3		Few details to be removed
	3.4.3		Details to be checked
	3.4.3(b)		NAAC template to be kept
	3.6.2		Few certificates to be removed
	3.7.1		Collaboration details to be checked.(Hindi Talk)
	3.7.2		Mou's to be checked.
5- STUDENT SUPPORT AND PROGRESSION	5.1.1 & 5.1.2	Maintained separate file.	Since no separate students for language department its not necessary to maintain the separate file.
	5.1.3	No Comments	
	5.1.4	No Comments	
	5.2.1	No Comments	
	5.2.2	No Comments	
	5.2.3	No Comments	
	5.3.1	No Comments	
5.3.3	No Comments		
6- GOVERNANCE, LEADERSHIP AND MANAGEMENT	File to be maintained		
7- INSTITUTIONAL VALUES AND BEST	7.1	File not organized	Try to have more activities relevant to criterion- 7
	7.1.8	Report and proof should be kept	

PRACTICES		<ul style="list-style-type: none"> No heading in the report Report and proof should be sent to DQAC 	
	7.10	<ul style="list-style-type: none"> Changes Should be done Title and writeup – Send to DQAC 	
	7.2	<ul style="list-style-type: none"> Changes Should be done Title and writeup – Send to DQAC 	
	7.3	<ul style="list-style-type: none"> Changes Should be done Title and writeup – Send to DQAC 	


Secretary


Principal


IQAC Coordinator

Secretary,
Providence College Management
000000-000000.

PRINCIPAL,
PROVIDENCE COLLEGE FOR WOMEN
(000000-000000).

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

16.06.2022 & 17.06.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

Date & Time: 16.06.2022 – 01.30 P.M. to 02.30

Department: Computer Science
P.M

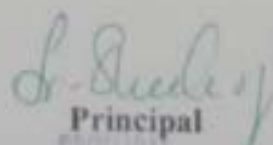
CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
1- CURRICULAR ASPECTS	1.1.1 Syllabus and lesson plan	The file is with proper data.	Completed
	1.1.3 employability/ entrepreneurship/ skill development	The file is with proper data.	Completed
	1.2.2 Choice Based Credit System	The file is with proper data.	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	Except front page the file is completed.	Front page should be included according to the format given.
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	No Comments	1. Name list should be included for the "Photography & Film Making" course with in-charge signature. 2. Diploma Approval Copy should be included as a proof.
	1.3.4 Students undertaking Field Projects/ Internships	File is completed	Sample project report can be kept as a proof.
2- TEACHING LEARNING AND EVALUATION	1	Students Admitted from reserve	Students Community list
	2	Special program Advance and slow learners	List of advance and slow learner list with remedial class details
	4	Students Centric methods	Participative students list with potos
	6	Mentor-mentee	Authorized Mentors list

	7	Adherence calendar of	Department calendar
3- RESEARCH INNOVATIONS AND EXTENSION	3.3.2	Dept can concentrate on apply for funding projects, Publications and consultancy.	Student list to be kept
	3.4.3		Award letter to be kept
	3.4.4		NAAC template to be kept
	3.6.3		To be Signed in report
	3.7.1		Collaboration details to be kept in the file.
	3.7.2		NAAC template to be kept
5- STUDENT SUPPORT AND PROGRESSION	5.1.1 & 5.1.2	Yet to receive details from College Office	Once received data will be updated Need to obtain photo copy of data pertaining to 5.1.2
	5.1.3		Some more activity to be included according to the topic conducted in webinars/ workshops related to the template provided
	5.1.4	No Comments	
	5.2.1		Details to be maintained according to the template provided.
	5.2.2		Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)
	5.2.3		Details to be maintained according to the template provided.
	5.3.1	No Comments	
	5.3.3		Details to be maintained according to the template provided.
	5.4.2		For the non financial contribution concern person's details to be provided
	6- GOVERNANCE, LEADERSHIP AND MANAGEMENT	6.3.3	Template not filled
6.3.4		Dates to be corrected according to certificates	6.3.4
		Certificates missing according to template	
		Topics of programs attended different according to Template and	

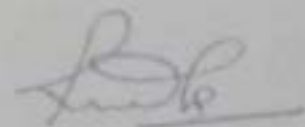
		certificate		
7- INSTITUTIONAL VALUES AND BEST PRACTICES	7.1.8	Report and Proof should be kept		
	7.1.10	<ul style="list-style-type: none"> • Report should be kept • Correction in the template • Two webinars should be added • No signature of Principal in one report • Attendance for the webinar should be kept • Report and proof – send to DQAC 		
	7.1.11	No Signature in the report		
	7.2	Title and writeup – Send to DQAC		
	7.3	<ul style="list-style-type: none"> • Do the Corrections • Title and writeup – Send to DQAC 		
				Try to have more activities relevant to criterion- 7


Secretary

Secretary,
Providence College, Management
600' 000' 11/20/14


Principal

PROVIDENCE COLLEGE FOR WOMEN
COOHOR-643104



IQAC Coordinator

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

16.06.2022 & 17.06.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

Department: Mathematics
P.M

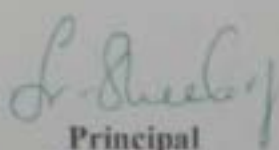
Date & Time: 16.06.2022 - 11.00 A.M. to 12.00

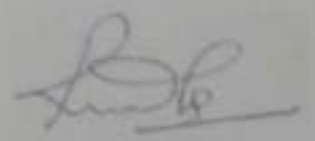
CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
1- CURRICULAR ASPECTS	1.1.1 Syllabus and lesson plan	Simple (OHP/Chart) binding can be done	Completed
	1.1.3 employability/ entrepreneurship/ skill development	No Comments	Can redo the file with all the applicable courses.
	1.2.2 Choice Based Credit System	The file is with proper data.	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	Completed	Course in-charge and Hod's signature can be included in the student's name list.
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	No Comments	Certificate course provided by the department can be included with its syllabus and name list (signature of the course in-charge and the committee coordinator should be included)
	1.3.4 Students undertaking Field Projects/ Internships	Completed	Sample project report can be kept as a proof.
2- TEACHING LEARNING AND EVALUATION	1	2.1.2 Reserve category	Class wise students community list
	2	Special program Advance and slow learners	Name List
	5	ICT tools	ICT tools staff usage details
	6	Mentor-mentee	Authorized Mentor list
3- RESEARCH	3.3.2	Dept concentrate can on	Certificate course to be checked

AND EXTENSION		projects, collaboration activity and consultancy.	
5- STUDENT SUPPORT AND PROGRESSION	5.1.1 & 5.1.2	Yet to receive details from College Office	Once received data will be updated Need to obtain photo copy of data pertaining to 5.1.2
	5.2.2		Template heading to be written correctly. Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)
	5.2.3	No Comments	
	5.3.1	No Comments	
	5.3.3	No Comments	
	5.4.2		For the non financial contribution concern person's details to be provided
6- GOVERNANCE, LEADERSHIP AND MANAGEMENT		File not maintained	
		Details not sent to DQAC	
		Certificates maintained	
7- INSTITUTIONAL VALUES AND BEST PRACTICES	7.1.8	Include olympiad and October fantasy	
	7.2	No signature in the reports.	
	7.3	<ul style="list-style-type: none"> No signature of the principal Topics are repeated in the best practice and highlights 	
			Try to have more activities relevant to criterion- 7


Secretary

Secretary,
Provident College Management
(00)007-643104.


Principal
PRINCIPAL,
PROVIDENCE COLLEGE FOR WOMEN
(00)007-643104.


IQAC Coordinator

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

16.06.2022 & 17.06.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

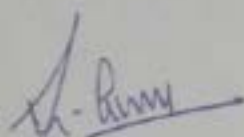
Department: Commerce
A.M

Date & Time: 16.06.2022 – 10.00 A.M. to 11.00

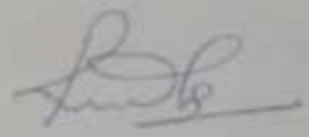
CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
1- CURRICULAR ASPECTS	1.1.1 Syllabus and lesson plan	Except the syllabus scheme, the file is completed.	PG and UG syllabus scheme should be included in the syllabus.
	1.1.3 employability/ entrepreneurship/ skill development	-Nil-	File should be created
	1.2.2 Choice Based Credit System	-Nil-	File should be created
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	No Comments	<ol style="list-style-type: none"> 1. EVS syllabus should be filed. 2. Name list should be included for all the syllabus with the signature of the subject in-charge and the HoD. 3. Front page should be included according to the format given.
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	No Comments	<ol style="list-style-type: none"> 1. Proof can be filed with its syllabus. 2. Syllabus and students name list can be filed with the signature of the course in-charge and the committee coordinator.
	1.3.4 Students undertaking Field Projects/ Internships	Completed	Sample project report can be kept as a proof.
2- TEACHING LEARNING AND EVALUATION	2	Special program Advance and slow learners	Name List
	3	Full time teachers	Teachers Name List

	4	Students Methods	Centric	Photo proof
	5	ICT Tools		ICT used proofs
	6	Mentor-mentee		Authorized Mentor list
3- RESEARCH INNOVATIONS AND EXTENSION	3.3.2	Dept can concentrate on apply for funding projects, collaboration activity and, consultancy.		Proof for webinar on Entrepreneurship to be kept
	3.4.3			Template to be kept in the file.
	3.4.3(a)			Template to be kept in the file.
	3.4.3(b)			Seminar/ conference/webinar attended details to be kept
	3.4.4			Template to be kept in the file.
	3.6.3			Extension – students name list
5- STUDENT SUPPORT AND PROGRESSION	5.1.1 & 5.1.2	Yet to receive details from College Office		Once received data will be updated
	5.1.3	No Comments		
	5.1.4	No Comments		
	5.2.1			One student detail to be updated.
	5.2.2			Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)
	5.2.3	No Comments		
	5.3.1	No Comments		
	5.3.3	No Comments		
6- GOVERNANCE, LEADERSHIP AND MANAGEMENT	6.3.3	Template to be updated and sent to DQAC, Certificates to be filed and soft copy to be sent to DQAC		6.3.3
	6.3.4	Refresher course details to be filled and sent to DQAC		6.3.4
		Certificates missing according to template		
7- INSTITUTIONAL VALUES AND BEST PRACTICES	7.1	<ul style="list-style-type: none"> Files should be organized properly Number of participants should be written in the template 		

	7.1.8	Some reports and proof are missing	
	7.1.11	World Environment Day should be added	
	7.2	No report and proof for many activities Souvenir - not complete	
	7.3	HRM Seminar- Report	


Secretary


Principal


IQAC Coordinator

SECRETARY,
PROVIDENCE COLLEGE FOR WOMEN
COONDOOR-543104.

PRINCIPAL,
PROVIDENCE COLLEGE FOR WOMEN
COONDOOR-543104.

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit, June 2022

16.06.2022 and 17.06.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J. and IQAC Team

Date	Department	Time
16.06.2022	Commerce	10.00 – 11.00 AM
	Mathematics	11.00 – 12.00 Noon
	Computer Science	01.30 – 2.30 PM
	Languages	02.30 – 03.30 PM
17.06.2022	English Literature	09.40 – 10.30 AM
	Economics	10.30 – 11.30 AM
	Botany	11.30 – 12.30 PM
	History	12.15 – 01.00 PM

IQAC Coordinator

Principal
PRINCIPAL,
PROVIDENCE COLLEGE FOR WOMEN
COONOOR-643104.

Providence College for Women (Autonomous), Coonoor

NAAC Mock Internal Audit September 2022

By. Sr.Anne Pamplany, Dr.Sr. Sheela V.J. and IQAC team

Date	Department	Time
22.09.2022	Commerce	01.00 - 02.15 PM
	Mathematics	02.15 - 03.30 PM
23.09.2022	English	9.45 - 11.00 PM
	History	11.15 - 12.30 PM
	Botany	01.0 - 02.15 PM
	Economics	02.15 - 3.30 PM
28.09.2022	Extension, IIC, Outreach, UBA, Peace club and JCI	10.30 - 12.30 PM
29.09.2022	Language Department	1.30 - 2.30 PM
11.10.2022	NCC, NSS, Sports and rest of the clubs and committees	10.00 - 12.30 PM
12.10.2022	Library	10.00 - 12.30 PM
	Administrative Audit	09.30 - 3.30 PM

IQAC Coordinator

Principal
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PROVIDENCE COLLEGE FOR WOMEN
COONOOR-643104.

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

22.09.2022 to 24.09.2022

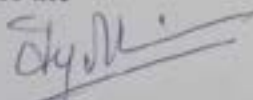
By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

CRITERIA 7- INSTITUTIONAL VALUES AND BEST PRACTICES

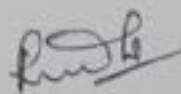
DEPARTMENT	FILE NO.	OBSERVATION	SUGGESTIONS
History	7.1.9	Constitutional day - Name list and photo should be submitted to DQAC mail	
	7.1.11	Name list of all the activities should be sent to DQAC mail	
	7.2	Topic and write up should be sent to DQAC mail	
	7.3	Topic and write up should be sent to DQAC mail	
Economics	7.1.1	Signature of Principal and HoD needed in the name list and it should be sent to DQAC mail	
	7.1.8	Cultural activity programme should be sent to DQAC mail	
	7.2	Add the details of the newsletter and sent it to DQAC mail	
Mathematics	7.3	Repeated topics to be removed. Signature of the Principal is missing. Correct it and sent to DQAC mail	
Commerce	7.1.1	No report and pictures.	Reports and proof with Principal's signature should be scanned and sent to DQAC mail.
	7.1.5	No report and proof.	
	7.1.6	No report and proof.	
	7.1.8	Report and proof should be kept.	
	7.1.10	Replace the report of the webinar "shaping a positive view" from 7.1.8 to 7.1.10	
	7.1.11	Principal's signature missing	
	7.2	Details of Com-Zest 2021 should be kept in the file.	
7.3	Principal signature is missing		
English	7.1.1	Name list with the signature of all the activities should be	Reports and proof with Principal's

		sent to DQAC. Proof of discussion on "Sex trafficking" should be kept. Change the date of the webinar.	signature should be scanned and sent to DQAC mail.
	7.1.8	Report name list and proof should be kept.	
	7.2	File should be separated, title and writeup should be kept.	
	7.3	Repetition should be avoided. NET/SET coaching name list should be kept.	
Botany	7.1.11	National Science Day – report should be sent to DQAC mail. World wildlife week - signature of Principal is missing. International day of Forest – Sent geotagged photo.	
	7.3	Topic and writeup should be send to DQAC.	
Computer Science	7.1.8	Name list with signature- sent to DQAC.	
	7.1.10	Name list with signature- sent to DQAC.	
	7.1.11	Name list with signature- sent to DQAC. Report - HoD signature missing	
	7.2	Proof of the webinar should be kept with the signature of HoD and Principal.	
	7.3	-	Files should be maintained properly.
Language	7.1.8	Keep the report and proof.	Label the files properly
	7.2	Topics and writeup should be kept and sent to DQAC	
	7.3	Topics and writeup should be kept and sent to DQAC	

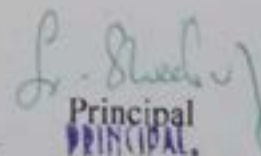
Signature of the



IQAC Member criterion VII



IQAC Coordinator



Principal
PRINCIPAL.

PROVIDENCE COLLEGE FOR WOMEN
COONOR-643104.

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit June 2022

22.09.2022 to 24.09.2022

By Sr. Anne Pamplany , Dr. Sr. Sheela V.J. & IQAC

Criteria VI – Internal Audit Report

Department	File No.	Observation	Suggestions
History	6.3.2	Template filled, Supporting documents filed	-
	6.3.3	Template filled, Supporting documents filed	-
	6.3.4	Template filled, Supporting documents filed	-
Economics	6.3.2	-	-
	6.3.3	Template filled, Supporting documents filed	To conduct administrative training on Tally
	6.3.4	Template filled, Supporting documents filed	-
English	6.3.2	File not maintained	File to be maintained
	6.3.3	File not maintained	File to be maintained
	6.3.4	File not maintained	File to be maintained
Maths	6.3.2	-	-
	6.3.3	Template filled, Supporting documents filed	-
	6.3.4	Template filled, Supporting documents filed	-
Botany	6.3.2	-	-
	6.3.3	Template filled, Supporting documents filed	-
	6.3.4	Template filled, Supporting documents filed	-

B.C.A.	6.3.2	Template filled, Supporting documents filed	-
	6.3.3	Template filled, Supporting documents filed	-
	6.3.4	Template filled, Supporting documents filed	Supporting documents to be filed according to date, One staff to attend one FDP per semester
Commerce	6.3.2	Template filled	Supporting documents to be filed
	6.3.3	Template filled, Supporting documents filed	To conduct administrative training on Tax
	6.3.4	Template filled, Supporting documents filed	-
Language	6.3.2	-	-
	6.3.3	-	-
	6.3.4	Template not filled	Documents not filed

H. Anshu

Criteria In charge

Dr. S. S. S.

Coordinator

S. S. S.

Principal
PRINCIPAL,

PROVIDENCE COLLEGE FOR WOMEN

DOHOOB-643104.

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | September 2022

22.09.2022 & 23.09.2022

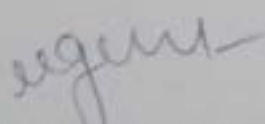
By Sr. Anne Pamplany, Dr.Sr.Sheela V. J. & IQAC Team

CRITERION 3- RESEARCH INNOVATIONS AND EXTENSION

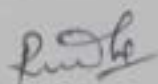
DEPARTMENT	FILE NO.	OBSERVATION	SUGGESTIONS
History	3.4.2	Dept can concentrate on applying for funding projects and consultancy.	Template to be kept.
	3.6.3		Students name list to be Kept in the file.
	3.7.1		Collaboration letter to be included.
	3.7.2		Reports of the events are required.
Economics	3.4.2	Dept can concentrate on Publications, collaboration activity and consultancy.	Template to be kept
	3.7.2		Signed reports and Geo tagged photos and students list to be kept
Mathematics	3.4.2	Dept can concentrate on applying for funding projects and consultancy.	New student's registration communication to be sent to IQAC.
Commerce	3.4.2	Dept can concentrate on applying for funding projects, collaboration activity and consultancy.	New students Registration communication- soft copy to be sent to IQAC.
	3.4.3		Softcopy to be sent to IQAC
	3.4.4		Soft copies of the front pages to be sent to IQAC.
	3.6.3		UBA details to be included. Extension – students name list
	3.7.2		Template to be kept in the file.
English	3.3.2	Dept can concentrate on applying for funding projects, collaboration activity and consultancy.	Template to be kept in the file. Reports and photos to be sent to IQAC.
	3.4.2		Staff profile to be removed from this file.
	3.4.3		Hard copy and soft copy of the full paper to be maintained as it is Print journal.
	3.6.3		UBA details to be kept in the file.

	3.7.2		Soft copies to be sent to IQAC.
Botany	-	Dept can concentrate on applying for funding projects, collaboration activity and consultancy.	-
	3.3.2		Report and Supportive documents to be kept in the file.
	3.7.2		News paper cuttings softcopy and hard copy to be maintained.
Computer Science	3.3.2	Dept can concentrate on applying for funding projects and consultancy.	Student list to be kept
	3.4.2		Template to be kept
	3.4.4		Scanned copy to be sent to IQAC.
	3.6.3		Student name list with sign- scanned copy to be sent to IQAC.
	3.7.1		Collaboration details to be kept in the file.
	3.7.2		Scanned copy to be sent to IQAC.
Language	3.2.3	Dept can concentrate on Publications and Consultancy.	Guideship to be kept and soft copies to be sent to IQAC.
	3.3.2		Soft copy to be sent to IQAC.
	3.4.3		Link to be given for articles.
	3.6.2		Sanction letter and Awards - Soft copy to be sent to IQAC.
	3.7.1		Report, Geo tagged photo and supportive documents to be kept in the file and the same to be sent to IQAC.
	3.7.2		Report, Geo tagged photo and supportive documents to be kept in the file and the same to be sent to IQAC.

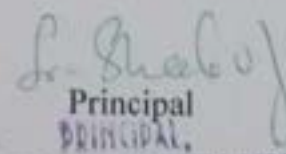
Signature of the



IQAC Member Criterion 3



IQAC Coordinator



Principal
PRINCIPAL,
PROVIDENCE COLLEGE FOR WOMEN
COOHOR-643104.

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

22.09.2022 & 23.09.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

CRITERIA 2- TEACHING LEARNING AND EVALUATION

DEPARTMENT	FILE NO.	OBSERVATION	SUGGESTIONS
History	1	Communi List	Admission details,demand ratio,students name list class wise(UG,PG)
	2	Advance &slow learners	Slow learners list need
	3	Full time teachers ratio	Fulltime teachers list
	4	No files	students list of club activities with authorised sign
	5	No files	
	6	Mentee list	Authorised mentor list,ratio-rework
	7	Department Calendar	
	8		
	9	Result analysis	Last semester exam result
Economics	2		Remedial class attendance should be filed
	9		Staff individual performance should be calculate
Mathematics	1	2.1.2 Reserve category	Course code with admission details
	2	Special program Advance and slow learners	Need to prepare advance learner list
	6	Mentor-mentee	Mentor books should be fill
	9		Even semester result analysis
Commerce	1		Admission students Name List need

	4		New suggestion NCC,NSS,all club students participative list need
	6		Mentor mentee ratio small correction
English	1	Students Admitted from reserve	Re correction –admission detail
	5		ICT Tools using teachers list
	6		Mentor list, mentor book should be fill .
	9		Exam result small correction
Botany	2		Slow learners list
	6		PG mentee list pending
	3		Authorized signature for exam result analysis
Computer Science	1	Students Admitted from reserve	Students Community list
	2	Special program Advance and slow learners	List of advance and slow learner separately
	4	Students Centric methods	Club activities Participative students name list need
	6	Mentor-mentee	Rework mentor ratio, mentor book should be fill
	7	Adherence calendar of	Department calendar
Language	1		Students name list with authorized sign
	6		ICT tools using proof

Rishi
6/10/22

S. Shreevani
PRINCIPAL,
PROVIDENCE COLLEGE FOR WOMEN
COONOR-613104.

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | September 2022

22.09.2022 & 23.09.2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC


Criteria I – Internal Audit Report


CRITERIA	FILE NO.	OBSERVATION	SUGGESTIONS
History	1.1.1 Syllabus and lesson plan	File data is correct	Completed
	1.1.3 employability/ entrepreneurship/ skill development	No Comments	Completed
	1.2.2 Choice Based Credit System	File data is correct	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	No Comments	File Completed 1. Template should be updated
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	File data is correct	Completed
	1.3.4 Students undertaking Field Projects/ Internships	No Comments	1. One sample copy of the record can be kept 2. Field visit data can be filed
Economics	1.1.1 Syllabus and lesson plan	File data is correct	Completed
	1.1.3 employability/ entrepreneurship/ skill development	No Comments	Completed
	1.2.2 Choice Based Credit System	File data is correct	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	File data is correct	Completed
	1.3.2 Value – added & 1.3.3 Students	File data is correct	1. Template should be updated

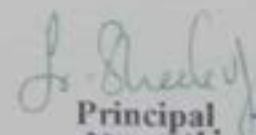
	enrolled in 1.3.2		
	1.3.4 Students undertaking Field Projects/ Internships	File data is correct	One sample copy of the record can be kept
English	1.1.1 Syllabus and lesson plan	File data is correct	Completed
	1.1.3 employability/ entrepreneurship/ skill development	No Comments	Completed
	1.2.2 Choice Based Credit System	File data is correct	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	File data is correct	Completed
	1.3.2 Value - added & 1.3.3 Students enrolled in 1.3.2	File data is correct	Completed
	1.3.4 Students undertaking Field Projects/ Internships	File data is correct	One sample copy of the record can be kept
Mathematics	1.1.1 Syllabus and lesson plan	File data is correct	Template should be updated
	1.1.3 employability/ entrepreneurship/ skill development	No Comments	Completed
	1.2.2 Choice Based Credit System	File data is correct	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	File data is correct	Completed
	1.3.2 Value - added & 1.3.3 Students enrolled in 1.3.2	File data is correct	Template should be updated
	1.3.4 Students	No Comments	1. One sample copy of the record can be

	undertaking Field Projects/ Internships		kept 2. Field Visit data should be filed
Botany	1.1.1 Syllabus and lesson plan	File data is correct	Template should be updated
	1.1.3 employability/ entrepreneurship/ skill development	No Comments	Completed
	1.2.2 Choice Based Credit System	File data is correct	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	File data is correct	Completed
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	File data is correct	Template should be updated
	1.3.4 Students undertaking Field Projects/ Internships	No Comments	1. One sample copy of the record can be kept 2. Field Visit data should be filed
Commerce	1.1.1 Syllabus and lesson plan	File data is correct	Template should be updated
	1.1.3 employability/ entrepreneurship/ skill development	No Comments	Completed
	1.2.2 Choice Based Credit System	File data is correct	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	File data is correct	Completed
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	File data is correct	Template should be updated
	1.3.4 Students undertaking Field Projects/ Internships	File data is correct	One sample copy of the record can be kept

	Internships		
Computer Science	1.1.1 Syllabus and lesson plan	File data is correct	Template should be updated
	1.1.3 employability/ entrepreneurship/ skill development	No Comments	Completed
	1.2.2 Choice Based Credit System	File data is correct	Completed
	1.3.1. Gender, Environment and sustainability, Human values and Professional ethics	File data is correct	Completed
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	File data is correct	Template should be updated correctly
	1.3.4 Students undertaking Field Projects/ Internships	File data is correct	Completed
Language	1.1.1 Syllabus and lesson plan	File data is correct	Completed
	1.3.2 Value – added & 1.3.3 Students enrolled in 1.3.2	File data is correct	Completed


Criteria In-Charge


IQAC Coordinator


Principal
PRINCIPAL,
PROVIDENCE COLLEGE FOR WOMEN
COONOR-643104.

Providence College for Women (Autonomous), Coonoor

NAAC Mock Audit | June 2022

22-09-2022

By Sr. Anne Pamplany, Dr. Sr. Sheela V.J & IQAC

CRITERIA 5- STUDENT SUPPORT AND PROGRESSION

DEPARTMENT	FILE NO.	OBSERVATION	SUGGESTIONS
History	5.1.1 & 5.1.2	No details of Institutional scholarship and government scholarship have been provided.	Need template and list of students and the amount and their course year
	5.1.3	Details of Neuro linguistic program has been provided, Yet to receive proof of photo's need to be provided	Need communication letter pertaining to Neuro Linguistic Program
	5.1.4	TNPSC coaching data temp provided. Need photo proofs for the same	Attendance Sheet of the participants to be obtained
	5.2.1	Data temp received. Need details of employer and also photocopy of appointment letter.	Appointment letter of Students who were placed on employment
	5.2.2	Provided details in template. Need to obtain proof for the same such as Copy of Fee receipt of students who have joined PG and above courses	Copy of Fee receipt of students who have joined PG and above courses
	5.2.3	No Comments	
	5.3.1	Details provided, need proofs such as certificates, etc	
	5.3.3	Details provided, need list of students in template and proofs such as certificates, photos and report etc	Need report of cultural activities of this department
Economics	5.1.1 & 5.1.2	Yet to receive details of Institutional Scholarship if any	
	5.1.3	Proof of EDP program held on 24-03-22 and 4-4-22 have been received. Proof for	Let us know if more programs have been conducted, if so their details

		other programs (Numerical Aptitude and Logical Reasoning, Isha Yoga and Neuro Linguistic Program orientation) yet to be received	
	5.1.4	Provide details if any	
	5.2.1	Data temp received. Need details of employer and also photocopy of appointment letter along with salary details	
	5.2.2	Provided details in template. Need to obtain proof for the same such as Copy of Fee receipt of students who have joined PG and above	Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)
	5.2.3	Provide details if any	
	5.3.1	Provide details if any	List of the students to be provided as per template
	5.3.3	Details of Ecozar Department Cultural Program, Inter-Year Cultural Program and Inter Year Sports has not been provided, yet to receive proof of photo's need to be provided	
	5.4.1	Confirm that there are no details available	Separate file to be maintained
Mathematics	5.1.1 & 5.1.2	Partial details provide need all details for all students.	
	5.1.3	Details of Orientation on E-tools and Online certificate course in R programming has been provided, Yet to receive proof of photo's need to be provided	
	5.1.4	Details of International Webinar on Understanding Hidden Math behind Innovative Technologies: A path way Career Opportunities. has been provided, yet to receive proof of photo's need to be provided	

	5.2.1	Confirm that there are no details available	
	5.2.2	Provided details in template. Need to obtain proof for the same such as Copy of Fee receipt of students who have joined PG and above courses	
	5.2.3	Provide details if any	
	5.3.1	Provide details if any	
	5.3.3	Details provided, need list of students in template and proofs such as certificates, photos and report etc	
	Commerce	5.1.1 & 5.1.2	Details of Institutional scholarship and government scholarship details been provided
5.1.3		Details of webinar on HUMAN CAPITAL MANAGEMENT and share market live session has been provided, Yet to receive proof of photo's need to be provided	
5.1.4		Provide details if any	
5.2.1		Placement details provided, yet to receive proof (appointment letter and letter of selection, etc)	One student detail to be updated.
5.2.2		Provided details in template. Need to obtain proof for the same such as Copy of Fee receipt of students who have joined PG and above courses	Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)
5.2.3		Provide details if any	
5.3.1		Details provided, need proofs such as certificates, etc	
5.3.3		Details provided, need proofs such as certificates, photos and report etc	
English	5.1.1 & 5.1.2	Yet to receive details the department	
	5.1.3	Details of Language and Communication Skill by Talihola Infotech has been provided, Yet to receive proof of photo's	

		need to be provided	
	5.1.4	UGC NET COACHING and PREPARATORY CLASSES FOR NET/SET -data temp provided. Need photo proofs for the same.	Add Talk on Mental Health- Sevai to the template, proof received
	5.2.1	Placement details provided, yet to receive proof (appointment letter and letter of selection, etc)	
	5.2.2	Provided details in template. Need to obtain proof for the same such as Copy of Fee receipt of students who have joined PG and above courses	
	5.2.3	Details provided, need proofs such as hall ticket etc	
	5.3.1	Details provided, need proofs such as certificates, etc	
	5.3.3	Details provided, need proofs such as certificates, photos and report etc	Need report of cultural activities of this department
Botany	5.1.1 & 5.1.2	No details of Institutional scholarship and government scholarship have been provided.	
	5.1.3	Details of "Workshop on Entrepreneurship in herbal products" has been provided, Yet to receive proof of photo's need to be provided	Some more activity to be included according to the topic conducted in webinars/ workshops related to the template provided.
	5.1.4	TNPSC/Ooty employment office - data temp provided. Need photo proofs for the same	
	5.2.1	Placement details provided, yet to receive proof (appointment letter and letter of selection, etc)	
	5.2.2	Provided details in template. Need to obtain proof for the same such as Copy of Fee receipt of students who have joined PG and above courses	Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)

	5.2.3	Provide details if any	
	5.3.1	Details provided, need proofs such as certificates, etc	
	5.3.3	Details provided, need proofs such as certificates, photos and report etc	Students list to be provided with the co Ordinator's signature.
Ct. Computer Science	5.1.1 & 5.1.2	Need details of government scholarship pertaining to BC, SC, ST etc and also institutional scholarships	Once received data will be updated Need to obtain photo copy of data pertaining to 5.1.2
	5.1.3	Details of Communication Skill and RPA has been provided, Yet to receive proof of photo's need to be provided. Also let us know of any other events conducted with proofs	Some more activity to be included according to the topic conducted in webinars/ workshops related to the template provided
	5.1.4	Need update in template. Also received photo proofs with respect to Codozzle	
	5.2.1	Placement details provided, yet to receive proof (appointment letter and letter of selection, etc)	Details to be maintained according to the template provided.
	5.2.2	Provided details in template. Need to obtain proof for the same such as Copy of Fee receipt of students who have joined PG and above courses	Copy of Fee receipt of students who have joined PG and above courses (Include B.Ed. students in the template)
	5.2.3	Provide details if any	
	5.3.1	Details provided, need proofs such as certificates, etc	
	5.3.3	No details provided yet along with evidence	Details to be maintained according to the template provided.

- Alumni report has been received
- Placement Cell report not received
- NCC scholarship proofs to be provided

Handwritten signature

L. Shekhar
PRINCIPAL,
PROVIDENT COLLEGE FOR WOMEN
COGNOUR-843104.