

**Internal Quality Assurance Cell (IQAC)
Internal Audit Schedule
15/04/2024 - 22/04/2024**

15/04/2024		
Time	Team 1	Team 2
1.30 pm to 2.30 pm	NCC/PRO	NSS
2.30 pm to 3.30 pm	Research/IIC	Scholarship
16/04/2024		
10 am - 11 am	UBA	SWAYAM/ MOOCs
11.15 am - 12.15 pm	Government Programme (Anti Ragging/ Anti Sexual Harassment/ Anti-Narcotics, etc.)	YRC/RRC/Peace Club/Rotaract
1.15 pm - 2.15 pm	Placement Website /AICUF	Cultural Committee
2.30 pm - 3.30 pm	Certificate Courses	CIA
17/04/2024 (Entire Team)		
9.45 am - 11.00 am	History	
11.15 am - 12.30 pm	English	
1.00 pm - 2.15 pm	Economics	
2.30 pm - 3.45 pm	BCA /B.Sc. Bata Science	
22/04/2024 (Entire Team)		
9.45 am - 11.00 am	Commerce	
11.15 am - 12.30 pm	Botany	
1.00 pm - 2.15 pm	Mathematics	
2.30 pm - 3.45 pm	Languages	



IQAC Coordinator

**IQAC Coordinator
Providence College for Women
(Autonomous)
Coonor.**


Principal

**PRINCIPAL,
Providence College For Women,
CHENNOOR - 643164.**

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC

Club/Committee: NCC /PRO

Date:15/04/2024

	OBSERVATIONS	SUGGESTIONS
NCC	Number of hours per year - Attendance At least 2 - 3 times a week Parade should take place in the college campus.	
	Syllabus copy	
	NCC Coordinator will give the list of students to the departments.	
	CAMP: Proof for National level camp State level camp must be kept. Letter for intimation of the camp or letter from higher official mentioning the level of the camp must be produced.	
	NCC Account should be audited. Verify the audited statement.	
PRO	No news about college events is published in English daily newspapers.	Staff should inform 24 hours before the programme
	Invite press people from standard newspaper	Management should have a policy to provide tea to the press people every year.
		Meeting with press people should be scheduled on 21 st June or 4 th July 2024.



IQAC Coordinator

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.



PRINCIPAL,

Providence College For Women,
COONOOR - 643104.

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC

Club/Committee: Research/IIC

Date: 15/04/2024

	OBSERVATIONS	SUGGESTIONS
Research	Google Sheet must be filled	
	Seed money Research committee will collect a project from every department and scrutinize thoroughly and by the month of September finalize the project with consultation with the management and seed money should be released by September and the outcome should be shown by the month of February.	
	Botany is lapsing research guides. That should be taken care and necessary action must be taken, so that recognition for Ph.D. for the same will be applied.	
	Botany is lapsing guides in research, significant improvement in this area is required to obtain the research recognition for the department.	
		Teachers with 57 and above will not take up Ph.D. scholars
		After viva some staff should be ministered clean up.
		Enhance the number of admissions for research.
		Research scholars also to be honored for publications.
IIC	No IPR activities.	Computer Science department and Data science department can work on IIC because it is more of technology oriented.



IQAC Coordinator



Principal

PRINCIPAL

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC

Club/Committee: NSS

Date: 15/04/2024

	OBSERVATIONS	SUGGESTIONS
1	Hard copy of the 2023-24 meeting minutes not filed. 2. Enrolment forms are filed. Regular & camp reports of previous years maintained	Activity reports also should be filed
2	List of important days (only days relevant) to be celebrated should be filed	Album should be collected from the office and maintained. Important days celebrated should be highlighted.
3	NSS Manual 2023-2024 not filed. Reports of Swatch Bharath maintained.	The same should be filed.
4	Hard copy of camp proposal should be filed. Camp not organized for 2023-2024.	Name list of NSS students should be given to all departments with the signature of the Programme Officers and Principal.
5	Funds not received from the University. Advance of 40,000/ taken from college. Expenditures & bills not filed	File hard copies of camp proposals and maintain a cash book for expenditures.



IQAC Coordinator

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.



Principal

PRINCIPAL
Providence College for Women
COONNOR - 643104

Providence College For Women (Autonomous), Coonoor

IQAC Internal Audit 2024

15.04.2024 to 22.04.2024

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

Club/Committee: SCHOLARSHIPS

Date: 15/04/2024

S.No.	OBSERVATIONS	SUGGESTIONS
1	Orientation on various scholarships provided to students. Students and parents were non-cooperative.	Motivate students and parents to utilize scholarships.
2	Minutes are maintained	Circulars should be sent when dates and schemes are announced by the government.
3	2. SC, ST Scholarships: - 156 applications submitted - 147 sanctioned - 9 rejected	Maintain an eligibility list for scholarships. Ensure name lists of students attending awareness meetings are maintained. Collect signatures from students upon receiving scholarship amounts.
4	3. BC Scholarships: - 96 applications (fresh and renewal) - Minority: 36 applications - Both categories have not yet received scholarships 4. Puthumaipenn Thittam: - 16 applications submitted - 16 received	
5	Lack of awareness about non-government scholarships.	Share details of private scholarships with students.
6	Government proceedings for scholarships not yet received	Parents should be made aware of these scholarships at the time of admissions. Make parents aware of scholarships during admissions and have them sign if they want their wards to avail benefits of SC, ST scholarships if eligible.



IQAC Coordinator



Principal

Providence College For Women (Autonomous), Coonoor

IQAC Internal Audit 2024

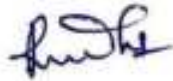
15.04.2024 to 22.04.2024

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

Club/Committee: UBA

Date: 16/04/2024

OBSERVATIONS	SUGGESTIONS
A consolidated report of 2021-2022 activities must be placed.	
	Every year, at least one of the requirements of the adopted villages should be fulfilled.
	If there are +2 completing students in the adopted villages, they have the opportunity to be admitted to our institution with a scholarship, provided they are willing to pursue the courses available.
	Knowledge sharing should be given importance in every meeting rather than providing materials.
	Management should a lot a budget for UBA activities.
	Every staff in the department should know the details about the UBA village activities.
	Veterinary camp can be also be conducted in the villages with more cattle population.



IQAC Coordinator

**IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.**



PRINCIPAL,

**Providence College For Women
COONOOR - 643104.**

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC

Club/Committee: Government Program / Anti ragging/ Anti sexual harassment/ Anti Narcotic **Date: 16/04/2024**

OBSERVATIONS	SUGGESTIONS
Uploading the google sheet is done periodically.	
Roles and responsibilities is not properly allotted among the committee members.	
File of the Anti Ragging committee for the years 2022-2023 is missing.	Files must be maintained by the allotted member.
Goog sheet link is not accessible by the IQAC member.	Google sheet responsibility can be given to the computer science staff.
English corrections should be made in the reports.	English correction can be made by the English Department staff from the committee.
	The coordinator is responsible for maintaining a consolidated list of activities encompassing various programs, including Government Program, Anti-Ragging, Anti-Sexual Harassment, and Anti-Narcotics initiatives. This list ensures comprehensive oversight and management of all pertinent activities.
	Hospitality can be taken care by the team.



IQAC Coordinator

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.



Principal


PRINCIPAL,
Providence College For Women,
COONNOR - 643194.

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC

Club/Committee : Placement

Date: 16.04.2024

OBSERVATIONS	SUGGESTIONS
Only 98 students are placed. Which include students with more than one placement orders. And actually 53 students are placed.	
	High profile companies can be contacted for the placement
	Students should be prepared for placement from the first year
	The out gone students placement details should be collected during graduation day.
	Students interest for placement/ higher education/ Entrepreneur can be collected and should be proceeded further.
	Students can be trained and recruited in the high profile companies.
	Proper communication to the students as well as to the companies and follow up of the same should be done.



IQAC Coordinator

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.



PRINCIPAL,

Providence College For Women,
COONOR - 643104.

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC

Club/Committee : Certificate Course committee

Date: 16.04.2024

OBSERVATIONS	SUGGESTIONS
	To respond to AISHE - the students placed based on skill development courses conducted and the entrepreneur must be recorded.
	National Skill Development Centre is sponsoring to develop Skill Development Centre in educational institutions. A study can be made on this and try to develop a centre in the institution.
	If 30 hours period is not enough certificate courses can be converted into diploma courses.
	An orientation session can be scheduled for both staff and students, featuring a resource person from Bharathiar University.
	The courses, proper timing to organize the courses, certified trainers and the number of students in each course must be planned properly.



IQAC Coordinator

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.



PRINCIPAL,

Providence College For Women,
COONNOOR - 643104,

Providence College For Women (Autonomous), Coonoor

IQAC Internal Audit 2024

15.04.2024 to 22.04.2024

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

Club/Committee: SWAYAM/ MOOCS

Date: 16/04/2024

S.No.	OBSERVATIONS	SUGGESTIONS
1	1. All students were made to register for courses. Registered students were ineligible to appear for exams as tasks were incomplete or exam fees were unpaid.	Maintain a list of registered students. Consider awarding extra credits to students who complete courses to motivate them.
2	As the nearest center for these exams are in Coimbatore students find it difficult to travel to these centers.	Address difficulties faced by students traveling to Coimbatore for exams. Rename the committee to SWAYAM/MOOCs/Online Courses to encourage completion of other online courses beneficial for private job seekers.
3	A significant number of students have enrolled and completed various other online courses.	Promote completion of online courses to enhance students' self-learning abilities.



IQAC Coordinator



Principal

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.

PRINCIPAL
Providence College for Women
COONOOR - 643104

Providence College For Women (Autonomous), Coonoor

IQAC Internal Audit 2024

15.04.2024 to 22.04.2024

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

Club/Committee: YRC/RRC/ROTRACT/PEACE CLUBS

Date: 16/04/2024

	OBSERVATIONS	SUGGESTIONS
YRC/ROTRACT	Reports are not filed year-wise.	Name lists should include a title.
	List of students involved in Rotract/YRC activities should be maintained	2. Maintain a list of students involved in Rotract/YRC activities. 3. Enroll a small number of students from the first year and maintain them as members, similar to NSS. Provide certificates and marks upon completion. 4. Organize activities such as blood donation camps and hospital visits. 5. Title all reports, name lists, and pictures.
	Few activities align with club objectives.	
PEACE CLUB		Reports should have a face sheet signed by the coordinator and DQAC coordinator.
		Reports of Provi Talentia 2023 should include name lists of participating school students and winners. All reports, name lists and pictures should have titles. Involvement of students from all departments is necessary.

IQAC Coordinator

Principal

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.

PRINCIPAL
Providence College for Women
COONOOR - 643104

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC

Club/Committee: CULTURAL COMMITTEE
Date: 16/04/2024

	OBSERVATIONS	SUGGESTIONS
	Reports are maintained	Announce in a common assembly at the beginning of the year to form a group of students interested in cultural activities for training and participation. This group of students can be trained and used for various cultural activities.
		Identify students interested in joining the English and Tamil choir and dramatics.
		Students should be trained to sing the college song, prayer, National Anthem etc.
		Plan and organize high-standard programmes.



IQAC Coordinator



Principal

**IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.**

**PRINCIPAL,
Providence College For Women
COONOR - 643104.**

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC

Club/Committee: CONTINUOUS INTERNAL ASSESSMENT
Date: 16/04/2024

	OBSERVATIONS	SUGGESTIONS
1	Spelling errors in the Code of Conduct.	
2	Internal test and model exam question papers are filed.	
3	Circulars regarding tests and exams are posted on teachers' whats app groups	File hard copies of circulars after obtaining HoDs' signatures. Update notice boards with test and exam dates regularly.
4	Teachers (below 55 years) get 3 to 4 days of invigilation.	Share invigilation lists with staff at least one day before exams.
5	Retest is arranged for the absentees	Maintain a list of students requesting and appearing for retests, including exam and retest dates. Number of days allowed for appearing for retest should be intimated to the students at the beginning of the academic year.
6		Explore alternative ways to conduct internal tests, such as one-word answer tests. File an action taken report on students failing to appear for tests.
7	No grievances except a few malpractices at the times of tests have been reported.	An action taken report on students failing to be appear for tests should be filed.



IQAC Coordinator

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.



Principal

PRINCIPAL
Providence College For Women
COONOOR - 643104

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC
Department of History on 17.04.2024

Criterion 1		
	OBSERVATIONS	SUGGESTIONS
	Revision is made in almost all papers	Suggested not to exceed 20% while revising.
	Details of project/Internships maintained	Internships should be related to the concerned subjects.
1.3.2.	Value Added papers should be included in the file.	Papers related to this metric should be identified from the syllabus and added to the file.
Criterion 2		
2.1.2	Admission demand ratio	File missing
2.2.1	Advance Learner	Principal's signature is missing
2.2.1	Slow learner	File rework
2.3.2	ICT tools	File Rework
2.3.3	Mentor - Mentee	File Rework
2.6.3	ODD semester result analysis	Staff wise result analysis is missing
Criterion 3		
3.1.2	No proof for receiving seed money	Proof should be attached
3.2.1	Applied for projects but not received any.	Should be tried
3.3.2	No webinar / Seminar/Workshop organized for the year 2021-2022.	At least one should be conducted per year.
3.4.3	Publications are not enough.	Each staff must publish in UGC CARE listed before May.
3.6.2	Extension activities should be done minimum 20 hours	
3.4.3	Copy rights	Try to get copy rights (IPR) for the two books which are published.
3.7.2	MoU	Try for international MoUs.
3.2.3	Guidship	Guideship sanctioned letter should be filed
Criterion 5		
5.1.1 & 5.1.2	Received details of students who had received SC/ST, Coffee Board and Management Scholarships with amount, except proof for SC/ST and Coffee Board scholarship	Requested for documents
5.1.3	Received details for both events and documents except participation list for the event of "Evacuations in Kongu region".	Requested for the document
5.1.4	Received details for one event and its documents except report	Requested for the document

5.2.1	Received details pertaining placement along with documents	Date in Offer letter is not found; hence authenticity of the document might be questioned
5.3.1	Details provided, however no proof annexed	Requested for the document
5.3.3	Details provided with documents except Geo tagged Photos for Historica Event	Requested for the document
Criterion 7		
7.1.1	Only one activity	More programs can be done.
7.1.5 & 7.1.6	No activity	Awareness talk can be organized
7.1.8	No activity	Try to do in the ucoming year
7.1.9	Two activities	Webinar or Seminar can be organized on Human Rights and Constitutional obligations.
7.1.10	No activity	
7.1.11	Four programs conducted	
7.2	TNPSC FPAI	List of students appeared for the exam to be kept. Syllabus to be kept. Keep the proof
7.3	Women study Museum – no signature of Principal	Consolidated report with photos to be uploaded . Front sheet should be kept. Write up should be kept and uploaded.



IQAC Coordinator

**IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.**



Principal

PRINCIPAL,
Providence College For Women,
COONNOR - 643104.

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC
Department of English on 17.04.2024

Metric Number	OBSERVATIONS	SUGGESTIONS
Criterion 1		
	No changes in the syllabus	Suggested not to exceed 20% while revising.
	Details of project maintained Details of internships not filed	Internships details should be filed. Certificate copies should be maintained and soft copy should be uploaded. Staff should be assigned to monitor internship activities. The same should be uploaded. Internships should be related to the concerned discipline.
Criterion 2		
2.2.1	Advance Learner	No advance learner
2.2.1	Slow learner	Slow learner list should be attached separately
2.3.3	Mentor-mentee	Authorized mentor list need to be attached, mentor Book is incomplete.
Criterion 3		
3.1.2	Seed money is Nil	Proposal can be applied for the seed money.
3.3.2	Seminar/workshop/ Conference Organized	Need to have at least one seminar/workshop/conference in a semester. Take turns and responsibility of becoming convener.
3.4.3		Encourage students to present papers outside. Guides can also have a individual publication.
3.5.1	No Consultancy so far(Repeated reminder)	Should have some consultancy for the upcoming year.
3.2.1	Project applied for grant	No proof for project submission
3.4.4		ISBN Details not uploaded
3.6.3	UBA	UBA village report from 2021 is missing. Every document should have three signatures. 1)Incharge 2)HOD 3)Principal

3.7.1	Collaboration activities	No proof for collaboration activities
3.7.2	MoU	International MoU is expected.
Criterion 5		
5.1.1 & 5.1.2	Insufficient details received. Details of students and proof missing.	Requested for documents
5.1.3, 5.1.4, 5.2.1, 5.2.3, 5.3.1, 5.3.3 and 5.4.1	Received details and all documents, however due to no access to the documents in the drive, yet to ascertain their veracity	Provide access to documents in drive for the email ID cviqac@gmail.com
Criterion 7		
7.1.1	Gender equity- report, photos and name lists are missing	Proof and report should be uploaded
7.1.5 & 7.1.6	No activity	Can do some activities
7.1.9, 7.1.8, 7.1.10	No activity	Try to organism some activities
7.1.11	Report and details missing	Reports and proofs to be uploaded
7.2		EPOCH- details should be uploaded NET/ SET coaching proof should be kept Creative club report should be added Write up should be uploaded
7.3		Annual report of reading club should be uploaded. Atmanirbhar details should be filed. Write up should be uploaded.



IQAC Coordinator

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.



Principal

PRINCIPAL,
Providence College For Women,
COONOOR - 643194.

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC
Department of Economics on 17.04.2024

Metric number	OBSERVATIONS	SUGGESTIONS
Criterion 1		
	UG - 1 New Course introduced PG -1 New Course introduced 2 Papers revised	Suggested not to exceed 20% while revising.
	Details of project/Internships maintained	Internships should be related to the concerned subjects.
1.3.2	Value Added papers -2 certificate courses	Papers related to this metric should be identified from the syllabus and added to the file.
1.3.1	Papers related to this metric should identified in the syllabus	The same format should be uploaded
Criterion 2		
2.2.1	Advance Learner	-no advance learner
2.6.3	Result analysis	ODD semester Staff wise result analysis pending
Criterion 3		
3.1.2	Try for seed money.	Proposal can be submitted to management
3.1.3	Fellowship	Apply for international fellowship
3.3.1	EDP cell is not functioning.	Conduct activities/events for the students
3.2.3	Research	Research intake sanctioned letter should be filed
3.3.2	Seminar/workshop/ Conference Organized	At least one should be conducted for every year
3.4.3	Publications are not enough.	All staff must publish at least one article in in UGC CARE listed journal before May.
3.4.3(b)	Paper presentations are not enough.	Encourage the staff/ Research scholars to present papers in the seminars in other colleges.
3.6.2	Collaborative activities	Collaborative activities details and UBA survey proof must be attached.
3.7.2	MoU	Try for an international MoU.
Criterion 5		
5.1.1 & 5.1.2	Students who received SC/ST and Philanthropist Scholarships with amount is recorded, except proof for SC/ST scholarship	Requested for documents
5.1.3	Received details for 14 events, however documents to all the events have not been provided	Requested for the documents such as brochure, list of students, Geo tag Photos and Report for all events

5.3.1	No details provided	Requested for details along with documents such as brochure, list of students, Geo tag Photos and Report for all events
5.3.2	Details provided	However, request to check the names for the year 2023-24
5.3.3	No details provided	Requested for details along with documents such as brochure, list of students, Geo tag Photos and Report for all events
Criterion 7		
7.1.1	No activity	Can do some program
7.1.5 & 7.1.6	Reports and details to be uploaded	
7.1.8 & 7.1.9	No activity	At least one program can be conducted
7.1.10		Invited Talk can be arranged.
7.1.11	Only one activity	Name list should be kept
7.2		Short write up uploaded.
7.3		Online certificate course- should be uploaded. Report of Tribal student joined for Ph.D program. Atmanirbhar - Digital awareness can be given to the tribes. Write up should be kept and uploaded.



IQAC Coordinator



Principal

PRINCIPAL,

Providence College For Women,

COONOR - 643104.

**IQAC Coordinator
Providence College for Women
(Autonomous)
Coonor.**

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC
Department of Computer Science on 17.04.2024

Metric Number	OBSERVATIONS	SUGGESTIONS
	Modifications made in the syllabus	Modifications should be to match the current courses in demand. No course or paper should be removed without understanding its relevance to the existing curriculum.
		All scanned and uploaded documents should be scanned with good clarity.
	Department conducts certificate course	
	Internship details should be maintained in the format given in Criterion 1 group. Name of the student and the topic and place of the internship also should be entered	Internships should be related to the concerned discipline.
Criterion 2		
2.2.1	Advance Learner	No advance learner
2.3.3	Mentor - Mentee	File rework, Mentor Book is incomplete
Criterion 3		
3.1.2	No Seed money received	Seed money proposal should be submitted to the management
3.2.3	Research	Sanctioned strength for Ph.D. should be kept. All the research guides guideship letters should be maintained.
3.4.3	Publications	Research scholars can publish in UGC CARE listed journals.
3.2.1	Proposal for funding	Write proposal for funding
3.3.2	Seminar/workshop/ Conference Organized	At least one should be conducted every year.
3.4.3(b)	Seminar attended	Research scholars can attend seminar outside the college.
3.5.1	Consultancy	Can have more consultancies
3.6.3	UBA	Each student should involve at least 20 hours of extension activity. Significant changes should be made in the adopted village with the name of college.
Criterion 5		

5.1.1 & 5.1.2	No details provided	Requested for details along with documents such as brochure, list of students, Geo tag Photos and Report for all events
5.3.1	Details provided, however events such as exchange program and seminar participation should not be included.	Place only appropriate document in the file.
5.3.3	Received details for all events along with documents, however needs separation with BCA and Data Science Streams	Requested action based on observation
Criterion 7		
7.1.1.	No activity	Can conduct at least one activity
7.1.5	One activity	
7.1.6		Change the heading of the report to clean environment Upload one geo tagged photo showing the cleaning up.
7.1.8		Report of biryani fiesta should be changed to the theme - "sharing a meal together ". Remove the word competition in the report, instead add games were conducted on a friendly manner.
7.1.9 &7.1.10	No activity	Can organize at least one activity in each one.
7.1.11		Can celebrate commemorative days which is relevant to the department.
7.2		Heading should be changed to "Recognizing the achievements of Alumni". Write up should be filed and uploaded
7.3	Only one activity	Report of the Award from the municipality should be kept and uploaded. Press reports can be kept. Write up should be kept and uploaded.
General		All the changes should be done and uploaded.



IQAC Coordinator

**IQAC Coordinator
Providencia College for Women
(Autonomous)
Coimbatore.**



Principal

**PRINCIPAL,
Providencia College For Women,
COIMBOOR - 643104.**

Providence College For Women (Autonomous), Coonoor

IQAC Internal Audit 2024

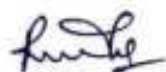
15.04.2024 to 22.04.2024

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

Department of Commerce on 22.04.2024

	OBSERVATIONS	SUGGESTIONS
Criterion 1		
	BoS file maintained Lesson Plan maintained Semester III & IV- 3 Core papers	Credit allocation should be done with more clarity.
	ALC implemented- UG- 3students appeared PG- None	
1.3.1.		Papers related to Gender, Entrepreneurial Development should be filed
1.3.4.	Institutional Training file for both UG & PG maintained. UG- 75 students- each staff is allotted to monitor a group of students. Soft binding of the report is submitted by the students.	
Criterion 2		
2.2.1	Advance Learner	Change the Advance learner list
2.3.1	Students centric method	PG project list missing, Original copy of the activities should be kept.
2.3.3	Mentor - Mentee	Class wise mentor list should be filed. Mentor book is not completed.
	Students Profile	Photos missing, students and parents signature is missing
Criterion 3		
3.2.1	Applied for Grant	Follow up is needed. Need proof for applied projects
3.1.2	Seed money proposal is not applied	It can be applied
3.2.3&3.4.2	Guideship	Dr.Baby and Dr Sashi Rekha can get guideship for Ph.D. Can have a copy of total sanctioned strength of Ph.D. Ph.D. Admission can be enhanced.
3.3.1	EDP Cell	Try incubation centre and apply for fund.
3.4.3(a)	Peer Reviewed	Try only for UGC CARE liste and Scopus/ web of science
3.4.3(b)	Paper presentations	Encourage PG and Ph.D. candidates to attend and present papers in other colleges.
3.4.2	Publications are not enough.	Each staff must publish in UGC CARE listed journals before May.
3.4.4	No ISBN for the year 2023-2024	Book publications can be enhanced.
3.5.1 & 3.5.2	Consultancy	List of participants and attendance should

		be enclosed.
3.6.3	UBA	Each student should involve 20 hours of extension activity. Significant changes should be made in the adopted village with the name of college.
Criterion 5		
5.1.1 & 5.1.2	Students who had received Management Scholarship and Philanthropist scholarship with amount is registered. SC/ST scholarship details not provided.	Requested for details and proof for Philanthropist scholarship to be provided
5.2.1	Details provided, however need to obtain principal's signature and seal in the consolidated list of students placed	Requesting the mentioned document
5.3.1	Details provided, however certificates for three students are missing	Provide copy of certificates
Criterion 7		
7.1.1	Only one activity. Report is without the Principal's seal.	
7.1.5	No activity	Activities can be organized.
7.1.6	2 activities.	Should get signatures of HoD & Principal in the Environmental awareness report.
7.1.8	Ice breaking session should be uploaded	
7.1.9 & 7.1.10	No activity	Can do some programs
7.1.11	Two activities International savings day- name list should be kept and uploaded.	
7.2	5 activities. Mock interview- signature of HoD & Principal are missing.	Write up should be kept.
7.3	4 activities Atmanirbhar- signature missing in the name list. Report of Corporate Jargon - no signature Name list is missing	Write up should be kept.
General	7.1.6 & 7.3 - files cannot be viewed	Front sheet that is given by IQAC should be kept for all the activities and uploaded.



IQAC Coordinator

IQAC Coordinator
Previdencia College for Women
(Autonomous)
Coonor.



Principal

PRINCIPAL,
Previdencia College For Women,
GUANOOR - 643104

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC
Department of Botany on 22.04.2024

	OBSERVATIONS	SUGGESTIONS
Criterion 1		
	BoS file maintained MDC is planned for II Years (Skill Based Paper) Credit allotment is yet to be finalized	
1.3.1		Paper/unit related to Gender/Environment should be included in the file. (Ethnobotany, Medicinal botany, Forestry, etc).
1.3.4.	Internship activity conducted for UG students	Details should be maintained in the format given on Criterion 1 group.
	One staff is assigned to monitor internship activity.	
Criterion 2		
2.1.2	Admitted strength,demand ratio	Nil
2.2.1	Advance Learner	No Advance learner
2.2.1	Slow learner	Rework the file
2.2.2	Full time teachers students ratio	Rework the file
2.3.1	Student centric method	Original copy should be maintained
2.3.2	ICT tools	Nil
2.3.3	Mentor - Mentee	Mentor book pending
2.3.4	Department calendar	Nil
2.6.3	Result analysis	Nil
	Students Profile	Nil
Criterion 3		
3.1.2	Seed money is Nil	Proposal can be applied for the seed money.
3.1.3	Apply for fellowship-advanced studies	Can be applied
3.3.1	More can be explored with the Vermicompost Unit	Try on Eucalyptus oil extraction unit and Mushroom cultivation
3.3.2	Seminar/workshop/conference	Need to conduct atleast one seminar/workshop/conference in a semester.
3.2.3	Guideship	Chemistry and Botany staff can get a guideship.
3.4.3	No publications in Botany	Each staff must publish one article before May.
3.4.3(b)	Paper presentations	Take PG students outside the college for presentation
3.4.3©	IPR	Physical verification needed
3.4.4	One book is published	More number of books can be published
3.5.1	Consultancy	Can find some more consultancy
3.6.2	Extension Awards	Try to get every year
3.6.3	UBA	Each student should involve 20 hours of extension activity.

		Significant changes can be brought in the adopted village with the name of college.
3.7.2	MOU	MoU with Ayurveda Unit, Trichy can be planned for the upcoming year.
Criterion 5		
5.1.1 & 5.1.2	Received details of students who had received SC/ST, Management Scholarship and Philanthropist scholarship with amount, except proof for SC/ST scholarship	Requested for documents
5.1.3	Received details for four events and documents were physically verified, however access to documents in google drive is not enabled.	Provide access to documents in drive for the email ID cviqac@gmail.com
5.2.1	Received all details and document	Nil
5.2.2	Higher education details are awaited	
5.3.1	Received details for four events and documents were physically verified, however need access to the documents in google drive.	Provide access to documents in drive for the email ID cviqac@gmail.com
Criterion 7		
7.1.1	No activity	Can try to do activities
7.1.5	2 activities	
7.1.6	2 activities	Millet- upload front page format & media report
7.1.8, 7.1.9, 7.1.10	No activity	Try to do some activities.
7.1.11	5 activities	National Science day- front page format should be uploaded. World Environment Day- Brochure should be kept and uploaded.
7.2	5 activities	Maintenance of herbarium & medicinal plant product- Report & proof- get the signature & upload. Medicinal garden- front sheet should be uploaded. Seed ball making - Report is missing, front sheet should be uploaded, name list- get the signature.
7.3		Atmanirbhar- Introduction of medicinal plants during assembly. Write up should be kept, Front sheet should be uploaded . MoU- file number should be written.
General		HoD & Principal's seal should be there in all the report and proof.


IQAC Coordinator


Principal

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.

PRINCIPAL,
Providence College For Women,
COONOOR - 643104

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC
Department of Mathematics on 22.04.2024

Metric Number	OBSERVATIONS	SUGGESTIONS
Criterion 1		
	Newly Introduced Papers UG- No new papers/No revisions PG—Only revision	
	There should be more clarity on allotment of credits	Credits for Allied Physics should be checked
	MDC for Horizontal Movement course is planned for 2024-2025.	
	Details of project/Internships maintained	Reports of UG - Internships should be in soft binding. Internships should be related to the concerned subjects.
1.3.2	Value Added papers should be included in the file.	Papers related to this metric should be identified from the syllabus and added to the file.
Criterion 2		
2.2.1	Slow learner	No slow learners
2.2.2	Full time teachers students ratio	File rework
2.3.3	Mentor - Mentee	One Mentor book is incomplete
	Students Profile	Family photo missing
Criterion 3		
3.1.3	There is no extension award	Try for the Award
3.4.3	Publications are not enough.	Each staff must publish in UGC CARE listed before May.
3.3.2	Seminar/workshop/ Conference Organized	At least one should be conducted per year
3.5.1	Only one consultancy for this year 2023-2024.	More number of consultancies are required.
3.6.3	UBA and Extension activities	Each student should involve at least 20 hours of extension activity. Follow up of one activity and placing an object with the name of college is mandatory.
Criterion 5		
5.1.1 & 5.1.2	Students received Management Scholarship and Philanthropist scholarship with amount is recorded. SC/ST scholarship details are not provided	Requested for details and proof for SC/ST scholarship
Criterion 7		
7.1.1,7.1.5,	No activity	Should do some activities regarding this.

7.1.6, 7.1.8, 7.1.9, 7.1.1 0		
7.1.11	One activity Front sheet should be kept and uploaded.	
7.2	2 activities	Change in the front sheet (visit to orphanage) Write up should be kept.
7.3	Three activities Math Riddle queen – only proofs for August & September is kept. Math magician- Front sheet & name list should be kept and uploaded. Atmanirbhar- 3 activities 1. School visit 1(Arignar Anna Govt.Sec. School) 2. Awareness is given to the same school. 3. Digital awareness- front sheet, report and proof should be kept and uploaded.	Write up should be kept in the front



IQAC Coordinator

**IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.**



Principal

**PRINCIPAL,
Providence College For Women,
COONOOR - 643104.**

Providence College For Women (Autonomous), Coonoor
IQAC Internal Audit 2024
15.04.2024 to 22.04.2024
By Sr. Annie Pamplany, Dr. Sr. Sheela V.J & IQAC
Department of Languages on 22.04.2024

Metric Number	OBSERVATIONS	SUGGESTIONS
Criterion 1		
	Tamil- Syllabus Revised	
	Hindi- Syllabus Revised	Check if complete revision is allowed
	French- Syllabus Revised	
Criterion 3		
3.7.1	Collaborations	No signature in the report
3.7.2	MoU	Should be updated
3.4.3	UGC Journal	Need a proof for Tamil journal
Criterion 7		
7.1.1	One activity	
7.1.5, 7.1.6, 7.1.8, 7.1.9 and 7.1.10	No activity	Should do few activities in these metrics.
7.2	Three activities Hand written magazine- Tamil Handwritten magazine- Hindi Thirukkural competition.	Name list and write up should be kept.
	Only one activity Atmanirbhar 1. St.Joseph's Matriculation School, Alwarpet- signature campaign & awareness talk Signature of school students missing and should be uploaded. 2. Govt. Higher Secondary School- signature campaign and awareness programs conducted.	Write up should be kept. Can include other unique programs.



IQAC Coordinator

IQAC Coordinator
Providence College for Women
(Autonomous)
Coonoor.



PRINCIPAL,

Providence College for Women
COONOOR - DISTRICT

Providence College for Women (Autonomous), Coonoor
IQAC Internal Audit - Examination Section based on NAAC Requirements

26th September 2023

Metric No.			Observation
Student Enrolment and profile			
2.1.1.	Enrolment Percentage	UG: I and II years PG: I and II years	Maintained. Modules will be shared with the Administrative Office for one time documentation.
	Student Profile		
2.3.4.	Calendar for the year		Maintained.
2.5. Evaluation Process and Reforms			
2.5.1.	Exam Notification		Maintained. Should be displayed on the website periodically.
	Exam fees notification		
	Exam time table		
	Result declaration		
	Average number of days from the date of last semester-end / year-end examination till the last date of declaration of results.		Maintained.
Percentage of student complaints/grievances about evaluation against total number appeared in the examination			
2.5.2.	Revaluation		Maintained and included in the Annual Report of the CoE Section. A new format has been given by the IQAC for better documentation.
	Retotalling		
IT Integration and Reforms			
2.5.3.	Existing modules		Better utilisation of the existing module for online fees collection, CO and PO attainment calculation, Attendance and Daily Lecture Record.
	New modules for the year 2022-23 (OR) New initiatives from the existing module.		
	Mode of fees collection		Online (New Initiative)
	Amount spent for AMC		Verified
	Amount spent apart from AMC		Verified
Student Performance and Learning Outcomes			
2.6.2.	Question papers based on Bloom's taxonomy		Tried for Autonomous Batches
	CO and PO mapping		Mapping was done for the internal and model examinations for the Autonomous batches
	CO and PO attainment		Successfully the output was taken

Result analysis		
2.6.3.	UG	Maintained for the Autonomous batches.
	PG	Maintained.
	Graduation applied details	Maintained.
Additional Documents		
1.	Malpractice details	maintained for the end semester examinations.
2.	Daily Lecture Record	Maintained.
3.	Consolidated attendance	Maintained.
4.	Online attendance status	Maintained.
5.	Continuous Internal Assessment	Reports included in the annual report of the Examinations section.

Suggestions

1. Office will send the registered students' names only after the complete fee remittance.
2. Student profiles can be maintained in the Administrative Office by sharing the modules.
3. Arrears detail should be included in the annual report.
4. Attendance entry has few issues to be rectified.
5. Website should be updated periodically.



IQAC Coordinator

**IQAC Coordinator
 Providence College for Women
 (Autonomous)
 Coonoor.**



Principal

**PRINCIPAL,
 Providence College For Women,
 COONOOR - 643104.**