CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)
NAAC Accreditation III Cycle : A Grade (CGPA 3.41 out of 4)
Tiruchirappalli - 620018, Tamil Nadu, India

NAAC - Cycle IV SSR

CRITERION VI   **OBSERVATION SHEET**

<u>Key Indicator – 6.5 Internal Quality Assurance System</u>

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Observation Sheet

Academic audit refers to a systematic way of reviewing the quality of education in an institute. The teams interacted with the faculty members and received their feedback on teaching, research and evaluation. The teams also interacted with the students to get their feedback and suggestions regarding infrastructural facilities available, performance of teachers, evaluation methods adopted and teaching learning process. The collaborative approach between the audit teams and academic non-academic departments coupled with a commitment to transparency and continuous assessment, reflects Observation sheet.

Observation Sheet

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TIRUCHIRAPPALLI-620018
INTERNAL QUALITY ASSURANCE CELL
EXTERNAL ACADEMIC AUDIT (2019-2021)
26.03.2022
Auditor's Observation

Department:

Name & Designation of the Auditor 1	Name & Designation of the Auditor 2

S.No	Particulars	Assessment			
		4	3	2	1
1.	Curriculum Design				
2.	Certificate Course/Value Added Courses/Add-on Courses offered				
3.	Extra Credit Courses (MOOCS/ Wadhwani)				
4.	Faculty members cleared PhD/NET/JRF and SET				
5.	Research Guidance				
6.	Publication in the journals(UGC Care/Scopus/Web of Science)				
7.	Books and Chapter Publications				
8.	Major / Minor / Other Research Projects				
9.	Number of Patents filed/published/awarded/granted				
10	Seminars /Conference/Workshop Attended				

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CRITERION VI   **OBSERVATION SHEET**

11	Paper Presented in Conference/Seminars				
12	Orientation/Refresher course/FDP Attended				
13	Faculty as members in Committees / Editorial Boards / Commissions/Academic Bodies				
14	Faculty Acted as Resource Person/Chair Person/ Subject Experts (Outside the College)				
15	Awards/Recognition received by the faculty				
16	Professional development / administrative training programmes organized by the department for teaching and non teaching staff				
17	Collaboration activities				
18	Consultancy Offered (if any) and Income Generated:				
19	Functional MoU				
20	Association /Club Activities				
21	Seminars/Conference/Workshops Organized				
22	Students undertaking field projects/internships/student projects				
23	End Semester Exam Result				
24	University Rank				
25	Student Placement & Self Employed				
26	Students who have cleared National/State wise Competitive Examinations				
27	Student participation in Seminars/ Conference/ Workshops/ Exhibition/ Collegiate competitions/ Sports/ Cultural / Extension Activities				
28	Student Progression (UG to PG, PG to MPhil & PhD)				
29	Infrastructure				
30	ICT Enabled Teaching & E Content developed				
31	Department Library				
32	Record Maintenance				

4-Very Good   3-Good   2- Satisfactory   1-Not Satisfactory

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CRITERION VI   **OBSERVATION SHEET**

Observation/Comments:

Suggestions/Recommendations:

Signature of the Auditors

1.

2.

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)
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NAAC - Cycle IV SSR

CRITERION VI   **OBSERVATION SHEET**

		4	3	2	1
11.	Paper Presented in Conference/Seminars		✓		
12.	Orientation/Refresher course/FDP Attended	✓			
13.	Faculty as members in Committees / Editorial Boards / Commissions/Academic Bodies		✓		
14.	Faculty Acted as Resource Person/Chair Person/ Subject Experts (Outside the College)		✓		
15.	Awards/Recognition received by the faculty		✗	✓	
16.	Professional development / administrative training programmes organized by the department for teaching and non-teaching staff		✓		
17.	Collaboration activities		✓		
18.	Consultancy Offered (if any) and Income Generated:		✓		
19.	Functional MoU		✓		
20.	Association /Club Activities	✓			
21.	Seminars/Conference/Workshops Organized			✓	
22.	Students undertaking field projects/internships/student projects		✓		
23.	End Semester Exam Result	✓			
24.	University Rank		✓		
25.	Student Placement & Self Employed		✓		
26.	Students who have cleared National/State wise Competitive Examinations			✓	
27.	Student participation in Seminars/ Conference/ Workshops/ Exhibition/ Collegiate competitions/ Sports/ Cultural / Extension Activities		✓		
28.	Student Progression (UG to PG, PG to MPhil & PhD)		✓		
29.	Infrastructure	✓			
30.	ICT Enabled Teaching & E Content developed	✓			
31.	Department Library		✓		
32.	Record Maintenance	✓			

4-Very Good   3-Good   2- Satisfactory   1-Not Satisfactory

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CRITERION VI   **OBSERVATION SHEET**

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TIRUCHIRAPPALLI-620018

INTERNAL QUALITY ASSURANCE CELL

EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT (2022-2024)

25.03.2024
Auditor's Observation

Department: Computer Science, Computer Applications & Information Technology.	Date: 25-03-2024
Name & Designation of the Auditor 1 Dr. P.Muruganandam Professor, Department of Physics, Bharathidasan University, Tiruchirappalli-620 024. Mail ID:anand@bdu.ac.in Mobile: +91-94877 06093	**Name & Designation of the Auditor 2** Dr. P.Kalavathi Professor & Head, Department of Computer Science & Applications, The Gandhigram Rural Institute (Deemed To Be University) Dindigual-624 302. Mail ID:pkalavathi.gri@gmail.com Mobile: +91-94458 98371

S. No.	Particulars	Assessment			
		4	3	2	1
1.	Curriculum Design	✓			
2.	Certificate Course/Value Added Courses/Add-on Courses offered	✓			
3.	Extra Credit Courses (MOOCS/ Wadhwani)	✓			
4.	Faculty members cleared PhD/NET/JRF and SET		✓		
5.	Research Guidance			✓	
6.	Publication in the Journals (UGC Care/Scopus/Web of Science)			✓	
7.	Books and Chapter Publications			✓	
8.	Major / Minor / Other Research Projects				✓
9.	Number of Patents filed/Published/Awarded/Granted		✓		
10.	Seminars /Conference/Workshop Attended	✓			

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Tiruchirappalli - 620018, Tamil Nadu, India

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CRITERION VI   **OBSERVATION SHEET**

Observation /Comments:

1. The Curriculum and course structure found to be very good.

2. Infrastructure for both labs and class rooms extremely well equipped.

3. A notable number of patents have been published/granted.

4. Students' academic performance is very good.

5. Club activities are encouraging.

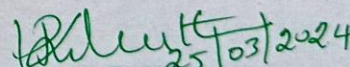6. Record maintenance is excellent

Suggestions / Recommendations:

1. Department must posses 100% fully qualified teachers.

2. Research supervision need to be increased.

3. Research publications should be in high quality indexed journals.

4. Teachers may be encouraged to apply for funded research projects.

5. MOU with other academic institutions may be initiated for collaborative research.

Name and Signature of the Auditors

1.Dr.P. Muruganandam
Professor,
Department of Physics,
Bharathidasan University,
Trichirapalli-620 024.

25/03/2024

2.Dr.P. Kalavathi
Professor & Head,
Department of Computer Science & Applications,
The Gandhigram Rural Institute (Deemed to Be University)
Dindigul-624 302.

25/03/2024
Dr. P. KALAVATHI, MCA.,M.Phil.,Ph.D.,
Professor
Department of Computer Science and Applications
The Gandhigram Rural Institute
(Deemed to be University)
Gandhigram - 624 302, Tamilnadu, India.

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CRITERION VI   **OBSERVATION SHEET**

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TIRUCHIRAPPALLI-620018
INTERNAL QUALITY ASSURANCE CELL
EXTERNAL ADMINISTRATIVE AUDIT (2022 - 2024)
25.03.2024
OFFICE OF THE CONTROLLER OF EXAMINATIONS
Auditor's Observation

Name & Designation of the Auditor 1	Name & Designation of the Auditor 2
Dr.B.Jeyapragash	**Dr.A.Rose Venis**
Professor	Associate Professor
Department of Library and Information Science	Department of Chemistry
Bharathidasan University	St.Joseph's College
Tiruchirappalli – 620 024	Tiruchirappalli - 620 002
E.Mail : bjeyapragash@gmail.com	E-Mail : rosevenis@gmail.com
Mobile : +91- 99449 81455	Mobile : +91- 9443115762

S.No.	Particulars	Assessment*				Remarks
		4	3	2	1	
1	**Controller of Examinations**	✓				

* 4 – Very Good   3 – Good   2 – Satisfactory   1 – Not Satisfactory

Description	Remarks
Physical Facilities	Good
Availability of space for various functions	ok Good
Availability of furniture for the staff	ok.
Availability of computers, printers, scanners and photocopying machines	✓
Storage facilities for current records in the working space	✓
Availability of Internet facilities for various functions	✓
Staff competence to use office tools and Internet	✓

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CRITERION VI   **OBSERVATION SHEET**

Availability of record room to keep old records	
Records uploaded in NAD / ABC as on 25.03.2024	
File Maintenance	
CoE to Office	✓
Office to CoE	✓
Circular	ok
Remuneration & Claim	✓
Budget	✓
Communication Outside	✓
Course Code Details Odd & Even Semester	✓
Staff returns for Question Paper Setting	✓
Staff returns for Valuation & Practical	✓
Selected Staff list for Valuation & Practical	✓
Staff returns request	✓
Office Notes	✓
Purchase Order File	✓
Quotations File	✓
Examination Fees Details	✓
End Semester Timetable	✓
Mark Statement	✓
Absentees Statement	✓
Passing Board Minutes	✓
Result Analysis	✓
Software Reports	✓
CoE Bills	✓
Omega Infotech Bills	✓
Stationery Bills	✓
End Semester Examination Statement	✓
RISO Service Bills & AMC	✓

CRITERION VI   **OBSERVATION SHEET**

Bills (Non – consumable)	
Postal Receipt	
Order Copy	✓
Practical Exam Markstatement and Attendance	✓
Revaluation & Transparency Communications	✓
Special Case 1 to Special Case 18	✓
SWAYAM – NPTEL Yearwise Extra Credit Course	✓
WADHWANI Course Extra Credit Course	✓
Air – Conditioner & UPS, Canon Service Bills	✓
Exemption	✓
COE Printer Toner	✓
Student Strength	✓
Students With Held list	✓
Bills (Consumable)	✓
List of theory and Practical Papers Yearwise	✓
Government orders	✓
Ratification Details	✓
Provisional Certificate Details	✓
Arrear Details	✓
IQAC	✓
Instant Exam Applications	✓
Result Declaration Span	✓
Instant Exam (Mark Entry)	✓
CV Renumeration	✓
Apology Letter	✓
Swathi Enterprises File	✓
Coimbatore Papers	✓

CRITERION VI   **OBSERVATION SHEET**

Grievances & Action Taken	
Practical Exam Time Table	
NAD / ABC Registration & Processing File	Good
Register Maintenance	Good
Stock Register A (Equipment & Machinery)	✓
Stock Register B (Stationery) –consumable	✓
Stock Register C (Colour Stationery (Question Paper, Exam Application))	✓
Stock Register D (Marksheet, Answer Booklet)	✓
Inward Register	✓
Accession Register	✓
NAD Data Verification Register	✓
Scrutiny Note	✓
Visitors Book	✓
Transparency & Revaluation Application forms	✓
Valuation & Revaluation Claim	✓
Result Galley Yearwise	✓
Exam Statement Yearwise	✓
Scrutiny Question Paper & Scheme Semesterwise	✓
Question Paper Semesterwise	✓
Dummy Number Individual Mark List Yearwise	✓
Dummy Number List Yearwise	✓
Final Mark List Yearwise	✓
External Marklist November 2020 (I & III Sem Software Copy)	✓
External Marklist April 2021 (II & IV Sem Software Copy)	✓
Order Copy Yearwise	✓
Attendance UG & PG Theory November 2020	✓
Claim November 2020 (QP setting, Scrutiny, Invigilation)	✓
Scrutiny QP & Scheme Yearwise	✓

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NAAC - Cycle IV SSR

CRITERION VI   **OBSERVATION SHEET**

Qualitative Remarks / Suggestion

OFFICE OF THE CONTROLLER OF EXAMINATIONS

- Digi locker Initiative Good, Extra Credit Courses Given,
- Completely Automated
- CoE Office Can Produced their own Software too automation
  Good Coordination.

25/3/24

Signature of the Auditor 1:

Dr. B. JEYAPRAGASH. MLIS., M.Phil., Ph.D.,
Professor
Dept. of Library and Information Science
Bharathidasan University
Tiruchirappalli - 620 024.

Signature of the Auditor 2:
Dr. A. Rose Venis
25/3/24
Dean IQAC
St. Joseph's College (Aut)
Trichy - 2

Signature of IQAC co-ordinator: **Signature of Principal**

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CRITERION VI   **OBSERVATION SHEET**

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TIRUCHIRAPPALLI-620018
INTERNAL QUALITY ASSURANCE CELL
EXTERNAL ACADEMIC & ADMINISTRATIVE AUDIT (2022-2024)
25.03.2024
Auditor's Observation

Entrepreneurship Development Cell	
Name & Designation of the Auditor 1 Dr. B. Jeyapragash Professor, Department of Library and Information Science, Bharathidasan University, Tiruchirappalli-620 024. Mail ID: bjeyapragash@gmail.com Mobile No: +91-99449 81455	**Name & Designation of the Auditor 2** Dr. A. Rose Venis Associate Professor Department of Chemistry St. Joseph's College Tiruchirappalli- 620 002 Mail ID: rosevenis@gmail.com Mobile No: +91-94431 15762

S.No	Particulars	Assessment				Remarks
		4	3	2	1	
1	Entrepreneurship Development Cell		✓			

4- Very Good   3-Good   2-Satisfctory   1-Not satisfactory

Assessment Based on Institutional Information

Description	Remarks
Physical Facilities	
Availability of space for various functions in EDC	✓
Availability of computers, printers, scanners and photocopying machines	✓
Availability of equipments for baking, tailoring and parlour service	✓
Availability of classroom with ICT facility	✓
Availability of IOT tools in centre of excellence	✓
Availability of Equipments in Sanitary Manufacturing unit	✓
Storage of records	✓

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CRITERION VI   **OBSERVATION SHEET**

File Maintenance	
Programs Organized related to Entrepreneurship, Innovation, Ideation, Startups and IPR activities through respective Clubs and Institution Innovation Council	✓
Student Participation in various competitions/workshops organized by external sources	✓
Awards and Recognitions	✓
MoU's and Knowledge partners	✓
Student Welfare activities	✓
Funds received from External agencies	✓
Expenditures of Ecell/IIC activites	✓
MHRD Initiatives like NISP, KAPILA, ARIIA and SIH	✓
Non academic course like Wadhwani Foundation and Tamilnadu Open University	✓
Value added courses	✓
Regularity in Maintenance of Student Incubation centre	
Internal /External Incubatee Application form	✓
Policies formulated in Incubation like I & E policy, startup policy and Student Incubation Policy	✓
Documentation of Startup founders	✓
Documentation of SIC stores-Stock Register, daily sales, Purchase file, Payment vouchers, Monthly reports	✓
Documentation of SIC Bakes-Stock Register, daily sales, Purchase file, Payment vouchers, Monthly reports	✓
Documentation of SIC Printers-Stock Register, daily sales, Purchase file, Payment vouchers, Monthly reports	✓
Documentation of SIC Parlour-Stock Register, daily sales, Purchase file, Payment vouchers, Monthly reports	✓
Documentation of Noodhana gallery-Stock Register, daily sales, Purchase file, Payment vouchers, Monthly reports	✓
Documentation of Naramughai sanitary unit -Stock Register, Monthly reports	✓

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CRITERION VI   **OBSERVATION SHEET**

Qualitative Remarks/Suggestions

Entrepreneurship Development Cell
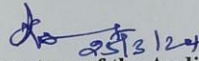
* Need initiatives taken by Entrepreneurship cell.

* Incubatee can be given more space

Signature of the Auditor 1:   Signature of the Auditor 2:
                                                    Dr. A. Rose Venis
Dr. B. JEYAPRAGASH. MLIS., M.Phil., Ph.D.,   Dean IQAC
          Professor   St. Joseph's College (AU)
Dept. of Library and Information Science   Trichy - 2
      Bharathidasan University
      Tiruchirappalli - 620 024.

Signature of IQAC co-ordinator: Signature of Principal:

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CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TIRUCHIRAPPALLI-18

INTERNAL QUALITY ASSURANCE CELL

EXTERNAL ADMINISTRATIVE AUDIT (2022-2024)

25.03.2024

Auditor's Observation

LIBRARY	
Name & Designation of the Auditor 1	**Name & Designation of the Auditor 2**
Dr. B. Jeyapragash Professor, Department of Library and Information Science, Bharathidasan University, Tiruchirappallli – 620 024. E-mail: bjeyapragash@gmail.com **Mobile: +91-99449 81455.**	Dr. A. Rose Venis Associate Professor, Department of Chemistry, St. Joseph's College, Tiruchirappalli – 620 002. E-Mail id: rosevenis@gmail.com **Mobile Number: +91-94431 15762.**

S.No	Particulars	Assessment*				Remarks
		4	3	2	1	
1	Library	✓	✗			

* 4 – Very Good   3 – Good   2 – Satisfactory   1 – Not Satisfactory

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S.No	Particulars	Remarks
1.	**Functions in Two Phases namely Main Library and PG Reference Centre.** Seating Capacity - 180	✓
2.	**Transactions per day :**270 above (Normal Days)	✓
3.	**Visitors per day: 450**	✓
4.	**Library Working Hours** Monday – Friday: 8.30am – 5.00pm, Saturday: 8.30am – 3.00pm.	✓
5.	**Digital Library Software :** Dspace	✓
6.	**Library Automation** Library functions such as Acquisition, Circulation control, Cataloguing and Serials control have been automated using integrated software called "Nirmal"	✓
7.	**Online Cataloguing: Web OPAC**	✓
8.	**Digital Collections :** Delnet, Nlist, _NLIST_ Shodhganga, Shodhsindhu, DOAJ, British Council Membership, NDL, MOOC, Swayam NPTEL	✓
9.	Library Collections: Books, Journals, Projects-CDs, Thesis, Back Volumes, E- Journals, Atlas and Maps	✓
10	**Plagiarism Checker Tool and Grammar Checker :** Turnitin Plagiarism Detection Tool and Grammarly Software	_grammar checker_ ←
11	**Library Sections and Services:** Periodicals, New Arrival, Back Volumes, CD Project, Question Bank, Property Counter, Digital Library, Photocopy section available in the campus OPAC, CAS, News paper clipping, SDI and CCTV Surveillance.	✓
12	**Orientation Program :** Library orientation program is given for I year of UG and PG	✓
13	**Best Utilizer Award:** Best Utilizer Award is given to the staff's and Students every year	✓
14	**Book Exhibition :** Conducts Books Exhibition every year. Various book vendors participate in the occasion.	✓

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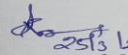
15	**Total No.of Titles and volumes** **2022-2023** **2023-2024** Volumes – 44,872, Volumes - 45,776 Titles - 32,773, Titles – 33,519	✓
16	**Total No. of Journals** **2023** **2024** Total - 147 Total - 151 International - 30 International - 31 National - 66 National - 70 Magazine - 51 Magazine - 50	✓
17	**Back Volumes year of 2023 : 2916** **2024 : 3072**	✓
18	**Reference Books** **2023** **2024** Volumes - 6385, Volumes - 6515 Titles - 5619, Titles - 5842	✓
19	**Projects note and CD's (2023) : 8063** **(2024) : 8409**	✓
20	**CD & Floppy (2023) : 3738** **(2024) : 3950**	✓
21	**Digital Library (2023) : 18 Terminals** **Digital Library (2024) : 20 Terminals**	✓
22	**Added in 2022-2023** Total No. of Titles : 637 Total No. of Volumes : 887 Total amount spent for books : Rs. 4,18,229 **Added in 2023-2024** Total No. of Titles : 636 Total No. of Volumes : 752 Total amount spent for books : Rs. 6,12,352	✓ ✓

CRITERION VI   **OBSERVATION SHEET**

Qualitative Remarks / Suggestion

Library
* Learning Materials of faculty members to be housed in D space. * Best Practice can be highlighted. * Electronic Display to be provided. * Stack room to be extended.

Signature of the Auditor: 1

Signature of the Auditor: 2
Dr. A. Rose Venis
Dean IQAC
St. Joseph's College (AU)
Trichy - 2

Signature of the IQAC Coordinator

Signature of the Principal