



CRITERION 6

SSR CYCLE IV

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5. Internal Quality Assurance System

6.5.2: Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and Implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

INTERNAL ACADEMIC AUDIT

2018 – 2019

Criterion I - Department of Chemistry

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: **CHEMISTRY**

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	✓ ✓	-
Use of infrastructure – technical theatres, laboratories, auditorium.	✓	-
Computer and internet usage	✓	-
Details for website updation	✓	-
Details of students using central library	✓	-
Log Book	To be signed by the Principal	-

T. Lilly Golda
Coordinator, IQAC

Monica Ramraj
Head of the Department

H. V. V.
Head, Criterion IV

Criterion I - Department of Commerce

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Commerce regular*

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file	✓	-
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)	✓	-
Communications from University regarding syllabus/examination	✓	-
Letters from Peer-educators/Impression		<i>2013-2014 2014-2015 Pending</i>
Analysis of feedback on all aspects	✓	-
Essays given by teachers compiled	✓	-
Members in BoS/Academic Bodies	✓	-
Lesson Taught note, Work diary	✓	-

T. Lilly Golda
Coordinator, IQAC
K. Chitra Chellam
Head of the Department
Jay S. Srinivasan
Head, Criterion I

Criterion I -Department of Commerce (UA) Batch I

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: Commerce

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file	✓	-
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)	✓	-
Communications from University regarding syllabus/examination	✓	-
Letters from Peer-educators/Impression	✓	-
Analysis of feedback on all aspects	✓	-
Essays given by teachers compiled	-	-
Members in BoS/Academic Bodies	-	-
Lesson Taught note, Work diary	✓	-

T. Lilly Golda
Coordinator, IQAC
N. Vaniha
Head of the Department
Jay B. Rajan
Head, Criterion I

Criterion I - Department of B.Com Batch II

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *B.Com, C.A.*

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file	✓	-
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)	✓	-
Communications from University regarding syllabus/examination	✓	-
Letters from Peer-educators/Impression	✓	-
Analysis of feedback on all aspects	✓	-
Essays given by teachers compiled		<i>Suggestion given</i>
Members in BoS/Academic Bodies	-	-
Lesson Taught note, Work diary		-

T. Lilly Golda
Coordinator, IQAC
Managesai
Head of the Department
Jay S. Sankar
Head, Criterion I

Criterion I -Department of Computer Science

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

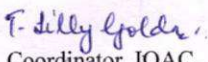
INTERNAL QUALITY ASSURANCE CELL


INTERNAL ACADEMIC AUDIT 2018-2019

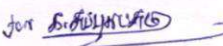
Name of the Department: *Computer science*

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file	✓	-
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)	✓	-
Communications from University regarding syllabus/examination	✓	-
Letters from Peer-educators/Impression	✓	-
Analysis of feedback on all aspects <i>Plan of action</i>	✓	-
Essays given by teachers compiled	✓	-
Members in BoS/Academic Bodies	-	-
Lesson Taught note, Work diary	✓	-


 T. Lilly Golda,
 Coordinator, IQAC


 Head of the Department


 Jon S. S. S. S.,
 Head, Criterion I

Criterion I -Department of History

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *History*

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file	✓	
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)	—	
Communications from University regarding syllabus/examination		<i>Suggestion given</i>
Letters from Peer-educators/Impression	✓	
Analysis of feedback on all aspects	✓	
Essays given by teachers compiled		<i>Suggestion given</i>
Members in BoS/Academic Bodies	✓	
Lesson Taught note, Work diary		<i>Pending</i>

T. Lilly Golden
 Coordinator, IQAC

L. Arjun
 Head of the Department

Jan B. Pillay
 Head, Criterion I

Criterion I -Department of Tamil

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Tamil*

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file	✓	-
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)	-	-
Communications from University regarding syllabus/examination	✓	-
Letters from Peer-educators/Impression	✓	-
Analysis of feedback on all aspects	✓	-
Essays given by teachers compiled	✓	-
Members in BoS/Academic Bodies	✓	-
Lesson Taught note, Work diary	<i>Work diary</i>	<i>Lesson Taught Note Not applicable</i>

T. Lily Golda
Coordinator, IQAC

S. Panumatti
Head of the Department

Joy S. Pillayudai
Head, Criterion I

Criterion I - Department of Physics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Physics*

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file	✓	
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)	<i>Good</i>	
Communications from University regarding syllabus/examination	✓	
Letters from Peer-educators/Impression	✓	
Analysis of feedback on all aspects	✓	
Essays given by teachers compiled		<i>Suggestion given</i>
Members in BoS/Academic Bodies	-	-
Lesson Taught note, Work diary	✓	

T. Lilly Golda
Coordinator, IQAC
 P. Srinivas
Head of the Department
J. Srinivas
Head, Criterion I

Criterion I - Department of Zoology

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Zoology*

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file		<i>2013 Pending</i>
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)		<i>Add-on Course Feed back pending</i>
Communications from University regarding syllabus/examination	<i>✓</i>	
Letters from Peer-educators/Impression:		<i>2014-2015 Not found</i>
Analysis of feedback on all aspects		<i>Plan of Action Pending</i>
Essays given by teachers compiled		<i>Suggestion given.</i>
Members in BoS/Academic Bodies	<i>—</i>	<i>-</i>
Lesson Taught note, Work diary	<i>✓</i>	<i>-</i>

T. Lilly folds
Coordinator, IQAC

Heethukuni
Head of the Department

Jay B. Pillay
Head, Criterion I

Criterion I - Department of English

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *English*

Criterion I – Curricular Aspects

Document	Remark	Action recommended
Syllabus file	✓	
COP /Add-on Course(Register, Syllabus, Certificate, Feedback)	✓	<i>COP Syllabus Addon Pending</i>
Communications from University regarding syllabus/examination	✓	-
Letters from Peer-educators/Impression	✓	-
Analysis of feedback on all aspects	✓	-
Essays given by teachers compiled	✓	-
Members in BoS/Academic Bodies	-	-
Lesson Taught note, Work diary	✓	-

T. Lilly Golda
Coordinator, IQAC

me
Head of the Department

Jay S. Pillay
Head, Criterion I

Criterion II Report

A.P.C Mahalaxmi College for Women, Thoothukudi

Internal audit Report 2018

Criterion II- Teaching, Learning and Evaluation

Criterion II internal Audit was conducted on **20.08.2018** by separating into two teams and one team audited Science Departments and another team audited Arts Departments.

Students' Profile is available in all the Departments. Orientation report is not available for the year 2013-2014 in all the Departments and must be collected. Freshers' test file and progress cards are maintained in all the Departments. Learning Materials prepared by teachers and students (CDs, PPT, Hand written notes) are available in all the Departments and recommended to check the CDs for the availability of contents. FDP for the teachers like Orientation, Refresher course, Training Programme certificates and paper presentations are available in all the Departments and recommended the Department of Physics should prepare the list of Teachers attended FDP in a typed format.

Field visit/Industrial visit file is maintained in Chemistry and Zoology Departments. Coaching class for all and Remedial class for the slow learners file including progress chart, key points for the students is maintained in Chemistry, Mathematics, Commerce (UA), History and Computer sciences departments. Other Departments have not maintained properly and recommended to prepare progress chart, Key points, and finally rectified. Result review and analysis file is maintained in all the Departments and recommended to label, numbering all the files.

Criterion II - Department of Chemistry

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Chemistry*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	-
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	<i>Available</i>	-
Coaching/Remedial class-attendance, Key points, list of reference books, Report	<i>Available</i>	-
Progress cards	<i>Available</i>	-
Result review file	<i>Available</i>	-
Awards/recognitions (faculty)	<i>Available</i>	-

T. Lilly Golda
Coordinator, IQAC

H. Kob
Head of the Department

J. K. Pull
Head, Criterion II

Criterion II - Department of Commerce

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *B.Com Regular*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	-
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	-	<i>To be prepared</i>
Coaching/Remedial class-attendance, Key points, list of reference books, Report	<i>Available</i>	-
Progress cards	<i>Available</i>	-
Result review file	<i>Available</i>	-
Awards/recognitions (faculty)	-	-

T. Lilly Golda
Coordinator, IQAC

J. Chitra Chella
Head of the Department

J. Jyoti
Head, Criterion II

Criterion II - Department of Commerce (UA)

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *B.Com (UM)*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	-
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	-	<i>Not available</i>
Coaching/Remedial class-attendance, Key points, list of reference books, Report	<i>Available</i>	
Progress cards	<i>Available</i>	
Result review file	<i>Available</i>	
Awards/recognitions (faculty)	<i>Available</i>	

T. Lilly Golden
Coordinator, IQAC

N. Varmita
Head of the Department

Jeyal
Head, Criterion II

Criterion II - Department of Computer Science

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Computer Science*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	-
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	<i>-</i>	-
Coaching/Remedial class-attendance, Key points, list of reference books, Report	<i>Available</i>	-
Progress cards	<i>Available</i>	-
Result review file	<i>Available</i>	-
Awards/recognitions (faculty)	<i>Available</i>	-

T. Lilly folds
Coordinator, IQAC

[Signature]
Head of the Department

[Signature]
Head, Criterion II

Criterion II - Department of History

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *History*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	-
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	<i>—</i>	-
Coaching/Remedial class-attendance, Key points, list of reference books, Report	<i>Available</i>	-
Progress cards	<i>Available</i>	-
Result review file	<i>Available</i>	-
Awards/recognitions (faculty)	<i>Available</i>	-

T. Lilly Eppala
Coordinator, IQAC

S. Narayana
Head of the Department

Jeyapall
Head, Criterion II

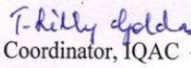
Criterion II - Department of Tamil

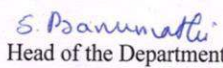
A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

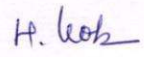
Name of the Department: Tamil

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	-
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	-	-
Publications (first pg. of journal/book/article)	✓	-
Evidences of expertise shared	✓	-
Evidence of membership in Academic Forums	✓	-
Evidence of Linkages/collaborations	-	-
Students' participation in Extension activities-awards-certificates, photos.	✓	-


 T. Kelly Golda
 Coordinator, IQAC


 S. Panumatti
 Head of the Department


 H. Kesh
 Head, Criterion III

Criterion II - Department of Mathematics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Mathematics*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	-
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	-	Not available
Coaching/Remedial class-attendance, Key points, list of reference books, Report	<i>Available</i>	-
Progress cards	<i>Available</i>	-
Result review file	<i>Available</i>	-
Awards/recognitions (faculty)	<i>Available</i>	-

T. Lilly Golda
Coordinator, IQAC

N. Manabumali
Head of the Department

Jyall
Head, Criterion II

Criterion II - Department of Physics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Physics*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	<i>To be typed</i>
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	-	<i>Suggestions given</i>
Coaching/Remedial class-attendance, Key points, list of reference books, Report	<i>Available</i>	-
Progress cards	<i>Available</i>	-
Result review file	<i>Available</i>	-
Awards/recognitions (faculty)	-	-

T. Lily folda
Coordinator, IQAC

Banga
Head of the Department

Jeyal
Head, Criterion II

Criterion II - Department of Zoology

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Zoology*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	-
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	<i>Available</i>	-
Coaching/Remedial class- attendance, Key points, list of reference books, Report	<i>Available</i>	<i>Coaching class Progress Chart to be prepared</i>
Progress cards	<i>Available</i>	-
Result review file	<i>Available</i>	-
Awards/recognitions (faculty)	<i>Available</i>	-

T. Lilly Golda
Coordinator, IQAC

Glathuber Sps
Head of the Department

Jejall
Head, Criterion II

Criterion II - Department of English

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *English*

Criterion II – Teaching, Learning and Evaluation

Document	Remark	Actions recommended
Students' profile (spiral bound)	<i>Available</i>	-
Bridge course-circular, register, ques. paper, ans. sheet, marks, feedback	<i>Available</i>	-
Orientation report, feedback	<i>Available</i>	-
Freshers' Test-circular, ques. Paper, ans. Sheet, marks, feedback.	<i>Available</i>	-
Learning materials prepared by teachers & students (CDs, PPTs...)	<i>Available</i>	-
Feedback on activities (Quiz, debate, gp. Discussion, PAL, Audio-visual classes...)	<i>Available</i>	-
FDP - Orientation, Refresher course, Training prog. Certificates	<i>Available</i>	-
Paper presentations – certificates, abstract	<i>Available</i>	-
Field visit- permission letter, report, photos.	-	-
Coaching/Remedial class- attendance, Key points, list of reference books, Report	<i>Available.</i>	-
Progress cards	<i>Available</i>	-
Result review file	<i>Available</i>	-
Awards/recognitions (faculty)	<i>Available</i>	-

T. Lilly Golden
Coordinator, IQAC

Monica Ramraj
Head of the Department

Jeyal
Head, Criterion II

Criterion III - Department of Chemistry

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Chemistry*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	
Major/minor research projects-proposal, sanction letters, reports, etc.,	✓	
Publications (first pg. of journal/book/article)	✓	
Evidences of expertise shared	✓	
Evidence of membership in Academic Forums		
Evidence of Linkages/collaborations	✓	
Students' participation in Extension activities-awards-certificates, photos.	✓	

T. Lilly Gonda
Coordinator, IQAC
 H. Kish
Head of the Department
H. Kish
Head, Criterion III

Criterion III - Department of Commerce

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Commerce (Aided)*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	-
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	NIL	-
Publications (first pg. of journal/book/article)	✓	-
Evidences of expertise shared	✓	-
Evidence of membership in Academic Forums	✓	-
Evidence of Linkages/collaborations	✓	-
Students' participation in Extension activities-awards-certificates, photos.	✓	-

T. Lilly Golda
Coordinator, IQAC

V. Chitra Chella
Head of the Department

H. Lakshmi
Head, Criterion III

Criterion III - Department of Commerce (UA)

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

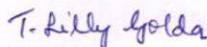
INTERNAL QUALITY ASSURANCE CELL


INTERNAL ACADEMIC AUDIT 2018-2019

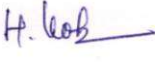
Name of the Department: *Commerce - Un Aided*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	-
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	✓	-
Publications (first pg. of journal/book/article)	✓	-
Evidences of expertise shared	✓	-
Evidence of membership in Academic Forums	-	-
Evidence of Linkages/collaborations	✓	-
Students' participation in Extension activities-awards-certificates, photos.	✓	-


 T. Lilly Golda
 Coordinator, IQAC


 N. Vanitha
 Head of the Department


 H. Kob
 Head, Criterion III

Criterion III - Department of Computer Science

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Computer Science*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	-
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	✓	-
Publications (first pg. of journal/book/article)	✓	-
Evidences of expertise shared	✓	-
Evidence of membership in Academic Forums	✓	-
Evidence of Linkages/collaborations	✓	-
Students' participation in Extension activities-awards-certificates, photos.	✓	-

T. Lilly Saldas
Coordinator, IQAC

[Signature]
Head of the Department

H. Leob
Head, Criterion III

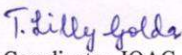
Criterion III - Department of History


A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

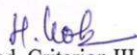
Name of the Department: *History*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	-
Conferences organized- proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	-	-
Publications (first pg. of journal/book/article)	-	<i>To be arranged</i>
Evidences of expertise shared	-	-
Evidence of membership in Academic Forums	✓	-
Evidence of Linkages/collaborations	-	-
Students' participation in Extension activities-awards-certificates, photos.	✓	-


 T. Lilly Golda
 Coordinator, IQAC


 L. Dhanu
 Head of the Department


 H. Gob
 Head, Criterion III

Criterion III - Department of Tamil

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: Tamil

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓✓	-
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	---	-
Publications (first pg. of journal/book/article)	✓✓	-
Evidences of expertise shared	✓✓	-
Evidence of membership in Academic Forums	✓✓	-
Evidence of Linkages/collaborations	---	-
Students' participation in Extension activities-awards-certificates, photos.	✓✓	-

T. Kelly dolder
Coordinator, IQAC

S. Panumathi
Head of the Department

H. Gob
Head, Criterion III

Criterion III - Department of Mathematics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Maths*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	-
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	✓	-
Publications (first pg. of journal/book/article)	✓	-
Evidences of expertise shared	✓	-
Evidence of membership in Academic Forums	✓	-
Evidence of Linkages/collaborations	✓	-
Students' participation in Extension activities-awards-certificates, photos.	✓	-

T. Lilly Golda
Coordinator, IQAC

N. Manakumari
Head of the Department

H. Leob
Head, Criterion III

Criterion III - Department of Physics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Physics*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	-
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	-	-
Publications (first pg. of journal/book/article)	✓	-
Evidences of expertise shared	-	-
Evidence of membership in Academic Forums	-	-
Evidence of Linkages/collaborations	-	-
Students' participation in Extension activities-awards-certificates, photos.	✓	-

T. Lilly Golda
Coordinator, IQAC

PS
Head of the Department

H. Leob
Head, Criterion III

Criterion III - Department of Zoology

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Zoology*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	<i>(Summary)</i> ✓	-
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.	✓	-
Major/minor research projects-proposal, sanction letters, reports, etc.,	✓	-
Publications (first pg. of journal/book/article)	✓	-
Evidences of expertise shared	-	-
Evidence of membership in Academic Forums	-	-
Evidence of Linkages/collaborations	✓	-
Students' participation in Extension activities-awards-certificates, photos.	✓	-

T. Lilly Golds
Coordinator, IQAC

Anubhavan G
Head of the Department

H. Laksh
Head, Criterion III

Criterion III - Department of English

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *English*

Criterion III – Research, Consultancy and Extension

Document	Remark	Action recommended
Ph.D./M. Phil enrolment register; copy of Ph.D. registration; viva voce invitations	✓	<i>Keep separate file</i>
Conferences organized-proposed expenditure, minutes, duty allotment, invitation, letters sent to resource persons, circular, photos, newspaper clippings, etc.		<i>circular missing</i>
Major/minor research projects-proposal, sanction letters, reports, etc.,	✓	<i>Suggestion given</i>
Publications (first pg. of journal/book/article)	✓	-
Evidences of expertise shared	✓	-
Evidence of membership in Academic Forums	-	-
Evidence of Linkages/collaborations	-	-
Students' participation in Extension activities-awards-certificates, photos.	-	-

T. Lilly Golda
Coordinator, IQAC
Monica Ramsraj
Head of the Department
H. Leob
Head, Criterion III

Criterion IV Report**CRITERION – IV****Internal Audit Report**

Internal audit was done in the 4th week of October 2018, and the following were observed.

- The members of staff maintain a department library with a collection of books (for UG & PG separately)
- A book bank is also maintained wherein the staff and students donate books which are in turn lent to the economically backward students.
- A computer usage notebook is maintained all the departments. A register is kept to record the details of usage.
- ICT lab usage is also recorded in the registers kept in the respective technology theatres.
- Photo copies of records of students using the central library are also filed in all the departments.
- A log book which contains the details of important events of the department is also maintained in all the departments
- It is observed that website updation should be done by all the departments periodically. Details of Events to be posted will ahead and follow up to be done.

Criterion IV - Department of Chemistry

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: CHEMISTRY

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	✓ ✓	-
Use of infrastructure – technical theatres, laboratories, auditorium.	✓	-
Computer and internet usage	✓	-
Details for website updation	✓	-
Details of students using central library	✓	-
Log Book	To be signed by the Principal	-

T. Lilly Golda
Coordinator, IQAC

Monica Ramraj
Head of the Department

H. V. V.
Head, Criterion IV

Criterion IV - Department of Commerce

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *COMMERCE (REGULAR)*

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	<i>available</i>	-
Use of infrastructure – technical theatres, laboratories, auditorium.	<i>"</i>	-
Computer and internet usage	<i>available</i>	-
Details for website updation	<i>proof, to be given by Com. Science Dept</i>	-
Details of students using central library	<i>available</i>	-
Log Book	<i>"</i>	-

T. Lilly Golda
Coordinator, IQAC

V. Chitra Chellu
Head of the Department

me
Head, Criterion IV

Criterion IV - Department of Commerce (UA) Batch I

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *COMMERCE (UNAIDED) (BATCH-I)*

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	<i>Separate book list to be maintained for the book bank.</i> ✓	
Use of infrastructure – technical theatres, laboratories, auditorium.	✓	
Computer and internet usage	✓	
Details for website updation	✓	
Details of students using central library	✓	
Log Book	✓	<i>Signature of the Principal is required.</i>

T. Lilly Golda
Coordinator, IQAC

N. Varmita
Head of the Department

Monica Ramraj
Head, Criterion IV
25/10/18

Criterion IV - Department of Commerce (UA) Batch II

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *COMMERCE (UNAIDED) (BATCH - II)*

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	✓	<i>Dept. book lending note book to be submitted</i>
Use of infrastructure – technical theatres, laboratories, auditorium.	✓	-
Computer and internet usage		-
Details for website updation		-
Details of students using central library	✓	-
Log Book		<i>To be signed by the Principal</i>

T. Lilly Gopal
Coordinator, IQAC

Shanageshi
Head of the Department

Monica Ramraj
Head, Criterion IV

Criterion IV - Department of Computer Science

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: **COMPUTER SCIENCE**

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	✓ ✓	-
Use of infrastructure – technical theatres, laboratories, auditorium.	✓	-
Computer and internet usage		-
Details for website updation	✓	-
Details of students using central library	photo copies of library usage to be maintained	
Log Book	To be signed by the Principal	

T-Lilly folda
Coordinator, IQAC

[Signature]
Head of the Department

Monica Ramsey
Head, Criterion IV

Criterion IV - Department of History

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *HISTORY*

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	✓ ✓	-
Use of infrastructure – technical theatres, laboratories, auditorium.	<i>Xerox copies of evidence to be produced</i>	
Computer and internet usage	<i>13 to 17 to be produced</i>	
Details for website updation	<i>to be updated</i>	
Details of students using central library	✓	-
Log Book	✓	-

T. Lilly folds
Coordinator, IQAC

L. Prasad
Head of the Department

Monica Ramraj
Head, Criterion IV

Criterion IV - Department of Tamil

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *TAMIL*

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	<i>available</i>	-
Use of infrastructure – technical theatres, laboratories, auditorium.	<i>available</i>	-
Computer and internet usage	<i>available</i>	-
Details for website updation	<i>updation details to be filed</i>	-
Details of students using central library	<i>available</i>	-
Log Book	<i>available</i>	-

T. Lilly John
Coordinator, IQAC

S. Panumathi
Head of the Department

Monica Ramesh
Head, Criterion IV

Criterion IV - Department of Zoology

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: ZOOLOGY

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	available	-
Use of infrastructure – technical theatres, laboratories, auditorium.	"	-
Computer and internet usage	"	-
Details for website updation	check website	-
Details of students using central library	to be done	-
Log Book	available	-

T. Lilly Golda
Coordinator, IQAC

Deethukani G
Head of the Department

hu
Head, Criterion IV

Criterion IV - Department of English

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: COMMERCE (UNAIDED) (BATCH - III)
ENGLISH

Criterion IV – Infrastructure and Learning Resources

Document	Remarks	Actions recommended
Department Library – book list – stock register- Book lending	available	-
Use of infrastructure – technical theatres, laboratories, auditorium.	"	-
Computer and internet usage	available	-
Details for website updation	prof to be given	-
Details of students using central library	available	-
Log Book	available	-

T. Dilly Golda
Coordinator, IQAC

Lu
Head of the Department

Lu
Head, Criterion IV

Criterion V Report

A.P.C.Mahalaxmi College for Women, Thoothukudi.

Criterion V – Student Support & Progression

Internal Audit Report

October 2018

Internal audit for Criterion V was conducted from 22.10.2018 to 26.10.2018 in all the departments. Tutor-ward note book is available in the Departments of Chemistry, Tamil, Mathematics, English, History, and Physics for all the years. Departments of Commerce (aided), Zoology, Computer Science and Commerce (CA) have not maintained the ward notes for all the years. The following departments must prepare consolidated reports of tutor-ward systems:

- Chemistry
- Zoology
- English (2017-2018)
- Commerce (CA)
- Physics
- Computer Science (2017-2018)

Journals and albums are maintained by all the departments. Regarding Career Guidance evidence, departments of Zoology, Tamil and History should collect the evidence for 2017-2018. Alumnae placement evidence is maintained by all the departments. Student proficiency certificates are available in all the departments.

The department of Tamil has not prepared the Alumnae meeting report for the year 2014-2015. Circulars for the alumnae meeting are not available for 2014-2015, 2015-2016 and 2016-2017 in the Department of Commerce (unaided). Photos for alumnae meeting are not available in the Department of Commerce (aided) for 2016-2017 and 2017-2018.

Criterion V Report

Departments of Chemistry, Mathematics, Tamil and Commerce (unaided) are conducting coaching for competitive examinations. Except Tamil department, all the other departments are maintaining a register for coaching for competitive examinations. Few students belonging to English, Tamil, Mathematics, Computer Science and Commerce (aided) have qualified in competitive examinations like NET/SET, TET, TNPSC, CAT, IBPS and TANGEDCO. Certificates of these students are available in the concerned departments. Alumnae belonging to Chemistry, Mathematics, Computer Science, Physics, Tamil, Zoology and Commerce (unaided) have contributed either financially or non-financially to their departments. All these departments have evidence of such contribution.

The following recommendations were made to the departments:

- To collect evidence for all the placed students.
- To collect the Aadhar number (or) PAN number for financial contribution of alumnae.
- To maintain a separate note for students who are writing competitive examinations.
- To collect the Hall tickets of such students.

Criterion V - Department of Chemistry

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Chemistry*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	✓	
Mentoring—tutor-ward notebook; feedback, Consolidated reports	<i>Tutor-ward notebook</i> ✓	<i>Consolidated reports to be prepared</i>
Album, Journal	<i>Journal</i> ✓ <i>Album</i> ✓	
Career guidance-evidence	✓	
Alumnae placement-evidence	✓	<i>try to collect the evidence for all the placed students in the coming years</i>
Student proficiency-certificates	✓	
Register for coaching for competitive exams	✓	
Certificates of students qualified in competitive exams	—	
Contribution of alumnae, former faculty-evidence	✓	<i>To collect Aadhar no. for financial contribution</i>
Alumnae meeting-circular, report, photos.	✓	

T. Lilly Eppala
Coordinator, IQAC

H. Coob
Head of the Department

T. Chitra Chella
Head, Criterion V

Criterion V - Department of Commerce

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Commerce (bided)*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	✓	
Mentoring—tutor-ward notebook; feedback, Consolidated reports	<i>inward note book: 2016-17 & 2017-18 ✓ Consolidated Reports available</i>	
Album, Journal	✓	
Career guidance-evidence	✓	
Alumnae placement-evidence	✓	<i>To collect the evidence of all the placed evidence in the coming years.</i>
Student proficiency-certificate	✓	
Register for coaching for competitive exams	—	
Certificates of students qualified in competitive exams	✓	
Contribution of alumnae, former faculty-evidence	—	<i>To collect the Aadhar Number for financial contribution.</i>
Alumnae meeting-circular, report, photos	<i>Photos for 2016-17 & 2017</i>	

T. Lilly Golda
Coordinator, IQAC

K. Chitra Chellam
Head of the Department

K. Chitra Chellam
Head, Criterion V

Criterion V - Department of Commerce (UA) Batch I

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Commerce (Unaided)*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	✓	
Mentoring—tutor-ward notebook; feedback, Consolidated reports	<i>Tutor-ward notebook : ✓</i> <i>Consolidated Report 2016-17 & 2017-18 ✓</i>	
Album, Journal	<i>Album - ✓</i> <i>Journal -</i>	
Career guidance-evidence	✓	
Alumnae placement-evidence	✓	<i>Try to collect the Placement evidence of all the placed students</i>
Student proficiency-certificates	✓	
Register for coaching for competitive exams	✓	
Certificates of students qualified in competitive exams	—	
Contribution of alumnae, former faculty-evidence	—	
Alumnae meeting-circular, report, photos	<i>Circulars ✓</i>	<i>Circulars not available for 2016-17, 15-16 & 14-15</i>

T. Lilly folda
Coordinator, IQAC

M. Vanitha
Head of the Department

P. Chitra Chella
Head, Criterion V

Criterion V - Department of Commerce (UA) Batch II

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Commerce [CA]*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	✓	
Mentoring—tutor-ward notebook; feedback, Consolidated reports	<i>Tutor - Ward Note Book: 2017-18 not available</i>	<i>Consolidated reports for 2016-17 & 17-18 to be prepared</i>
Album, Journal	✓	
Career guidance-evidence	✓	
Alumnae placement-evidence	✓	
Student proficiency-certificates	✓	
Register for coaching for competitive exams	—	
Certificates of students qualified in competitive exams	—	
Contribution of alumnae, former faculty-evidence	—	
Alumnae meeting-circular, report, photos	✓	<i>None</i>

T. Lilly Golda
Coordinator, IQAC

S. Anagari
Head of the Department

R. Chitra Chellam
Head, Criterion V

Criterion V - Department of Computer Science

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Computer Science*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	Available	
Mentoring–tutor-ward notebook; feedback, Consolidated reports	<u>Tutor-ward note</u> : 2014-15, 2016-17 <u>Consolidated Reports</u> : 2014-15 & 2016-2017	Tutor ward note should be maintained for all the year. Consolidated reports for each semester should be prepared.
Album, Journal	<u>Album</u> : Available <u>Journal</u> : Available	
Career guidance-evidence	Available	
Alumnae placement-evidence	Available	Try to collect the all the evidence of placed students from 2018-17
Student proficiency-certificates	Available	
Register for coaching for competitive exams	—	
Certificates of students qualified in competitive exams	Available	
Contribution of alumnae, former faculty-evidence	Available	Try to get the Aadhaar Number (or) PAN number of alumnae
Alumnae meeting-circular, report, photos	Available	

T. Lilly Golda
Coordinator, IQAC

[Signature]
Head of the Department

[Signature]
Head, Criterion V

Criterion V - Department of History

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *History*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	✓	
Mentoring—tutor-ward notebook; feedback, Consolidated reports	<i>Tutor ward notebook - Available</i>	
Album, Journal	<i>Journal - 2015-16 & 2016-17 Album 2015-16, 2016-17, 2017-18</i>	
Career guidance-evidence	✓	<i>Collect the certificates for 2017-2018</i>
Alumnae placement-evidence	✓	
Student proficiency-certificates	✓	<i>Arrange the certificates year wise</i>
Register for coaching for competitive exams	-	
Certificates of students qualified in competitive exams	-	
Contribution of alumnae, former faculty-evidence	-	
Alumnae meeting-circular, report, photos	✓	

T. Lilly folda
Coordinator, IQAC

L. Banerjee
Head of the Department

K. Chitra Chellam
Head, Criterion V

Criterion V - Department of Tamil

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: Tamil

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	✓	
Mentoring—tutor-ward notebook; feedback, Consolidated reports	Tutor ward notebook? Consolidated Reports 2016-17, 2017-18 ✓	Prepare consolidated report for every semester
Album, Journal	Journal Album ✓ Very Good	
Career guidance-evidence	✓	Collect certificates for 2014-2018
Alumnae placement-evidence	✓	Try to collect the placement evidence for all the placed students
Student proficiency-certificates	2016-17 ✓	Collect proficiency certificates for 2017-18, 2015-16
Register for coaching for competitive exams		
Certificates of students qualified in competitive exams	✓	
Contribution of alumnae, former faculty-evidence	✓	
Alumnae meeting-circular, report, photos	Reports -2014-15, 16-17, 17-18 ✓	Report for 2014-15 to be prepared.

T. Lilly Golda
Coordinator, IQAC

S. Banumathi
Head of the Department

L. Chitra Chellan
Head, Criterion V

Criterion V - Department of Mathematics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Mathematics*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	<i>Good</i>	
Mentoring—tutor-ward ✓ notebook; feedback, Consolidated reports ✓	<i>Tutor ward 2014-15, note book : 15-16, 16-17 & 17-18 Consolidated Reports available</i>	<i>Feed Back for Tutor-ward system should be collected in future</i>
Album, Journal ✓	<i>Album Journal } very Good</i>	
Career guidance-evidence	<i>Good</i>	
Alumnae placement-evidence	<i>Available</i>	<i>Try to collect the evidence for all the placed students</i>
Student proficiency- certificates	<i>Very Good</i>	
Register for coaching for competitive exams	<i>2014-15, 2015-16, 16-17 2017-18</i>	
Certificates of students qualified in competitive exams	<i>Available</i>	
Contribution of alumnae, former faculty-evidence	<i>Available</i>	<i>Collect the Aadhaar No. (or) PAN number for financial contribution of alumnae</i>
Alumnae meeting-circular, report, photos	<i>2014-15, 2015-16, 2016-17, 2017-18</i>	

T. Lilly Golda
Coordinator, IQAC

N. Meenakumari
Head of the Department

X. Chitra Chellam
Head, Criterion V

Criterion V - Department of Physics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Physics*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	<i>Good</i>	
Mentoring—tutor-ward notebook; feedback, Consolidated reports	<i>Tutor Ward Notes 2014-15, 2015-16, 2016-17 2017-18 Consolidated Reports ?</i>	
Album, Journal	<i>Album - Available Journal - Very Good</i>	
Career guidance-evidence	<i>Available</i>	
Alumnae placement-evidence	<i>Available</i>	
Student proficiency-certificates	<i>Available</i>	
Register for coaching for competitive exams	<i>-</i>	
Certificates of students qualified in competitive exams	<i>-</i>	
Contribution of alumnae, former faculty-evidence	<i>Available</i>	<i>Try to collect the Address (or) PAN No. of the alumnae.</i>
Alumnae meeting-circular, report, photos	<i>Very Good</i>	

T. Lilly Golda
Coordinator, IQAC

B. Srinivas
Head of the Department

X. Chitra Chellam
Head, Criterion V

Criterion V - Department of Zoology

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Zoology*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	<i>2014-15 2015-16, 16-17 ✓</i>	
Mentoring–tutor-ward notebook; feedback, Consolidated reports	<i>tutor ward: 2013-14 2014-15, 2015-16, 16-17 Consolidated reports not available</i>	<i>2017-18 not available Prepare consolidated report for every semester</i>
Album, Journal	<i>✓</i>	
Career guidance-evidence	<i>2016-17 ✓</i>	
Alumnae placement-evidence	<i>✓</i>	
Student proficiency-certificates	<i>✓</i>	
Register for coaching for competitive exams	<i>-</i>	
Certificates of students qualified in competitive exams	<i>-</i>	
Contribution of alumnae, former faculty-evidence	<i>✓ Books</i>	
Alumnae meeting-circular, report, photos	<i>✓</i>	

T. Lilly Golda
Coordinator, IQAC

Anthukin
Head of the Department

J. Chitra Chella
Head, Criterion V

Criterion V - Department of English

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *English*

Criterion V – Student Support and Progression

Document	Remarks	Actions recommended
Student support given – feedback	✓	—
Mentoring—tutor-ward notebook; feedback, Consolidated reports	<i>tutor ward notebook</i> Consolidated Reports : ✓	<i>2018-19 report to be prepared</i>
Album, Journal	Album : ✓ Journal : ✓	
Career guidance-evidence	✓	
Alumnae placement-evidence	✓	<i>Try to collect the evidence of all the placed students in the coming years</i>
Student proficiency-certificates	✓	
Register for coaching for competitive exams	—	
Certificates of students qualified in competitive exams	✓	
Contribution of alumnae, former faculty-evidence	—	
Alumnae meeting-circular, report, photos	✓	

T. Lilly Goldis
Coordinator, IQAC

Monica Ramraj
Head of the Department

V. Chitra Chellam
Head, Criterion V

Criterion VI Report**A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI.****CRITERION-VI****GOVERNANCE, LEADERSHIP AND MANAGEMENT**

Internal Audit was conducted on 20.08.2016 in all the departments. Minutes of Department meetings are yet to get ready for the academic years 2016-2017 and 2017-2018 as well as the copy of O.D letters for the faculty, documents regarding the Special Day Programme which is Republic Day celebration are to be formulated for the year 2017-2018 and 2013-2014 respectively in Department of English.

Regarding the Department of History, the copy of on Duty letters are completely to be obtained from office and also to be maintained as a separate file for all the five years from 2013 to 2018. Highlights of the Department is also under to be prepared category.

For the Department of Commerce with Computer Applications, for the year 2016-2017 and 2017-2018, Highlights maintained in the needed format.

N. Manakumali
PRINCIPAL
A.P.C. Mahalaxmi College For Women
TUTICORIN-2.

Criterion VI - Department of Chemistry

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Chemistry*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	✓	
Special day programme-circular, report, photos, newspaper clippings	✓	
PTA meet-evidence-feedback	✓	
Highlights of the Department	✓	
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	?	

T. Lilly Golda
Coordinator, IQAC

H. Leeb
Head of the Department

N. Neerakemali
Head, Criterion VI

Criterion VI - Department of Commerce

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Commerce (A)*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	✓	
Special day programme-circular, report, photos, newspaper clippings	✓	
PTA meet-evidence-feedback	✓	
Highlights of the Department	✓	
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	✓	

T. Lilly folda
Coordinator, IQAC

J. Chitra Chellam
Head of the Department

N. Meenakumari
Head, Criterion VI

Criterion VI - Department of Commerce (UA) Batch I

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: Commerce (UA)

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	✓	
Special day programme-circular, report, photos, newspaper clippings	✓	
PTA meet-evidence-feedback	✓	
Highlights of the Department	✓	
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	✓	

T. Lilly Golda
 Coordinator, IQAC

N. Vamtha
 Head of the Department

N. Haerakumari
 Head, Criterion VI

Criterion VI - Department of Commerce (UA) Batch II

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Commerce with C.A (UA)*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	—	
Special day programme-circular, report, photos, newspaper clippings	—	
PTA meet-evidence-feedback	—	
Highlights of the Department	✓	
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	✓	

T. Lilly Golda
Coordinator, IQAC

N. Vanitha
Head of the Department

N. Maenakumari
Head, Criterion VI

Criterion VI - Department of Computer Science

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Computer Science (CUA)*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	✓	
Special day programme-circular, report, photos, newspaper clippings	✓	
PTA meet-evidence-feedback	✓	
Highlights of the Department	✓	
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	✓	

T. Lilly Golda
Coordinator, IQAC

[Signature]
Head of the Department

N. Neerakumari
Head, Criterion VI

Criterion VI - Department of History

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *History*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	Nil	✓ yet to taken from the office
Special day programme-circular, report, photos, newspaper clippings	Available only for 2017	
PTA meet-evidence-feedback	✓	
Highlights of the Department	Nil	Get Prepare for 5 years
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	✓	

T. Lilly Golda
Coordinator, IQAC

L. Dargud
Head of the Department

N. Neenakumari
Head, Criterion VI

Criterion VI - Department of Tamil

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Tamil*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	✓	
Special day programme-circular, report, photos, newspaper clippings	✓	
PTA meet-evidence-feedback	✓	
Highlights of the Department	✓	
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	✓	

T. Lilly Golda
Coordinator, IQAC

S. Banumatli
Head of the Department

N. Neerakumali
Head, Criterion VI

Criterion VI - Department of Mathematics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Mathematics*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	✓	
Special day programme-circular, report, photos, newspaper clippings	✓	
PTA meet-evidence-feedback	✓	
Highlights of the Department	✓	
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	✓	

T. Lilly Golda
Coordinator, IQAC

N. Meenakumari
Head of the Department

N. Meenakumari
Head, Criterion VI

Criterion VI - Department of Physics

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Physics (UA)*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	-
✓ ✓ Workload, Time-table, duty allotment	✓	-
Copy of OD letters	✓	-
Special day programme-circular, report, photos, newspaper clippings	→	Not available
PTA meet-evidence-feedback	✓	-
Highlights of the Department	✓	-
List of documents available in the dept.	✓	-
FDP/Orientation attended within the campus	✓	-

T. Lilly Golda
Coordinator, IQAC

B. S. S. S.
Head of the Department

N. Manojkumari
Head, Criterion VI

Criterion VI - Department of Zoology

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Zoology*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	
Workload, Time-table, duty allotment	✓	
Copy of OD letters	✓	
Special day programme-circular, report, photos, newspaper clippings	✓	
PTA meet-evidence-feedback	✓	
Highlights of the Department	✓	
List of documents available in the dept.	✓	
FDP/Orientation attended within the campus	✓	

T. Lilly folda
Coordinator, IQAC

Ganthukairi
Head of the Department

N. Neerakumari
Head, Criterion VI

Criterion VI - Department of English

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *English*

Criterion VI – Governance, Leadership and Management

Document	Remarks	Actions recommended
Department meeting note	✓	-
Workload, Time-table, duty allotment	✓	-
Copy of OD letters	✓	-
Special day programme-circular, report, photos, newspaper clippings	✓	-
PTA meet-evidence-feedback	✓	-
Highlights of the Department	✓	-
List of documents available in the dept.	✓	-
FDP/Orientation attended within the campus	✓	-

T. Lilly Golda
Coordinator, IQAC
 Monica Ramraj
Head of the Department
N. Macanabumali
Head, Criterion VI

Criterion VII - Department of Commerce

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: COMMERCE (AIDED)

Criterion VII – Innovations and Best Practices

Documents	Remarks	Actions recommended
Green audit-photos	NIL	
Association activities-circular, report, feedback, photos	Photos, feedback, report missing. MINUTES - Available Minutes - Available	Photos, feedback, report missing. minutes - available
Student Progress Chart	Not	
Drop-outs – details	2017-2018 - available 2018-19 - available	Drop out details not available
Action Taken Report	NIL Action Taken Report	
Best practices under each criterion	NIL	
Work completion record	✓	
SWOT Analysis	—	

T. Lilly Golda
Coordinator, IQAC

J. Chitra Chellu
Head of the Department

S
Head, Criterion VII

Criterion VII - Department of Commerce (UA)

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *COMMERCE (UA)*

Criterion VII – Innovations and Best Practices

Documents	Remarks	Actions recommended
Green audit-photos	✓	
Association activities-circular, report, feedback, photos	✓	
Student Progress Chart	✓	
Drop-outs – details	✓	
Action Taken Report	✓	
Best practices under each criterion	✓	
Work completion record	✓	
SWOT Analysis	—	

T. Lilly Golda
Coordinator, IQAC

N. Namitha
Head of the Department

[Signature]
Head, Criterion VII

Criterion VII - Department of Computer Science

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Computer science*

Criterion VII – Innovations and Best Practices

Documents	Remarks	Actions recommended
Green audit-photos	/	-
Association activities-circular, report, feedback, photos	/	-
Student Progress Chart	/	-
Drop-outs – details	/	-
Action Taken Report	/	-
Best practices under each criterion	/	-
Work completion record	/	-
SWOT Analysis		

T. Lilly Jylda
Coordinator, IQAC


Head of the Department


Head, Criterion VII

Criterion VII - Department of Tamil

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *Tamil*

Criterion VII – Innovations and Best Practices

Documents	Remarks	Actions recommended
Green audit-photos	<i>Photos needed.</i>	<i>—</i>
Association activities-circular, report, feedback, photos	<i>Report, and feedback to be maintained.</i>	<i>—</i>
Student Progress Chart	<i>2013 - 2014 To be maintained.</i>	<i>—</i>
Drop-outs – details	<i>✓</i>	<i>—</i>
Action Taken Report	<i>2013 - 2014 - To be maintained.</i>	<i>—</i>
Best practices under each criterion	<i>✓</i>	<i>—</i>
Work completion record	<i>✓</i>	<i>—</i>
SWOT Analysis	<i>—</i>	<i>—</i>

T. Lilly Golda
Coordinator, IQAC

Head of the Department



Head, Criterion VII

Criterion VII - Department of English

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT 2018-2019

Name of the Department: *English*

Criterion VII – Innovations and Best Practices

Documents	Remarks	Actions recommended
Green audit-photos	<i>14-15 not available</i>	
Association activities-circular, report, feedback, photos	<i>Report (13-14) not available Feedback (15-16) (13-14) not available</i>	
Student Progress Chart	<i>✓</i>	
Drop-outs – details	<i>✓</i>	
Action Taken Report	<i>2013-2014 not available 2014-2015 available 2015-2016</i>	
Best practices under each criterion	<i>2013-14 14-15 not available 15-16</i>	
Work completion record	<i>✓</i>	
SWOT Analysis		

T. Lilly folds.
Coordinator, IQAC

Monica Ramraj
Head of the Department

[Signature]
Head, Criterion VII