

Sindhi College

ISO Internal Audit

Sl. No	Department	Date	Time	I A Team
1.	Commerce	2/11/20	12.00 pm	Prof. Asha N Mr.Devaraju
2.	Computer Science and Electronics	2/11/20	12.00 pm	Dr. Roopa Prof.Vaidyesh
3.	Management	2/11/20	12.00 pm	Prof.Hemalatha Dr.Padmavathy
4.	Kannada	2/11/20	1.00 pm	Dr.RahulKavishkar Prof. Jayashree
5.	English	2/11/20	1.00 pm	Prof.Asha N Prof.Radhika
6.	Sanskrit	2/11/20	1.00 pm	Prof.Vaidyesh Prof.Hemalatha
7.	Hindi	2/11/20	1.00 pm	Dr.Roopa Prof. Shashikala
8.	Library and Information Centre	2/11/20	2.00 pm	Prof.Shashikala Dr.Padmavathy
9.	PG- (M.Com, M.Com(FA)	2/11/20	2.00 pm	Prof. Jayashree Prof.Radhika
10.	Office/Admin	2/11/20	2.00 pm	Prof.Asha.N
11.	Value Added Programme Committee	2/11/20	2.00 pm	Prof.Vaidyesh Prof.Hemalatha
12.	Infrastructure and Safety and Security of Men and Material	2/11/20	3.00 pm	Prof. Jayashree Mr.Devaraju
13.	Anti-Ragging Cell and Discipline Committee	2/11/20	3.00 pm	Dr.Rahul Kavishkar Dr.Padmavathy

This document contains
of 120 pages

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14.	Mathematics	x	2/11/20	3.00 pm	Prof. Shashikala Prof.Radhika
15.	Anti -Sexual Harassment Cell		3/11/20	12.00 pm	Mr. Devaraju Dr. Roopa
16.	Women Empowerment Cell				
17.	NSS Unit		3/11/20	12.00 pm	Dr.RahulKavishkar Dr.Padmavathy
18.	Eco Club		3/11/20	12.00 pm	Prof. Asha Prof.Hemalatha
19.	Grievance Redressal Cell				
20.	NCC Unit	x	3/11/20	1.00 pm	Prof. Shashikala Prof.Radhika
21.	Examination Cell		3/11/20	1.00 pm	Prof.Vaidyesh Dr. Roopa
22.	Research Cell	x	3/11/20	1.00 pm	Dr.RahulKavishkar Dr.Padmavathy
23.	Career Guidance & Placements Cell		3/11/20	2.00 pm	Prof.Asha.N Prof.Jayashree
24.	Sports		3/11/20	2.00 pm	Prof.Shashikala Prof.Radhika
25.	Cultural Committee Cell		3/11/20	1.00 pm	Prof.Hemalatha Mr. Devaraju
26.	General Requirements		3/11/20	2.00 pm	Prof.Vaidyesh Dr.Roopa

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28/11/2020

PRINCIPAL
SINDHI COLLEGE
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.

Sl.No	Checklist	Clause	observation
1	Vision, Mission, Objectives and SWOC Analysis	4.1 6.2 6.1.2	well defined
2	Student Teacher Ratio	7.1.2	
3	Calendar of Events and Budget	6.1.2	observed
4	Semester Planning (Work load allotment, Session Plan, lesson Plan and Timetable)	6.1.2	maintained
5	Activities to ensure achievement of quality objectives (Guest lectures, Seminars, Conferences, FDPs, Workshops etc)	8-1	Regularly conducted
6	Performance Evaluation (Result Analysis)	9.1	done
7	Measures taken to improve the performance Slow Learners (Mentoring, Bridge Course class & Remedial class)	8.3.5(d)	maintained
8	Activities conceptualised for Advanced learners (Students Research Projects, Wall Magazine, Topper's file, College Magazine, Club activities, Seminars, quiz, role play, participation in other activities etc)	8.3.5(d)	maintained
9	Measures taken to make students' job ready (VAP&	8.4	Conducted.

	Pre-Placement Training Programmes)		
10	Steps taken to bridge the gap between Industry and Academia (Guest Lectures, Industrial Visits, Seminars and conferences, VAP etc)	8.4 8.5	Maintained
11	Measures taken to increase the competency of the teachers (FDPs, workshops, seminars, Conferences, Staff Colloquium, Minor Research Projects etc)	7.2	Faculty were encouraged
12	Innovative Teaching Practices adopted	5.1.2 7.1.4	Doc Documented
13	Resources outside the class room for enhanced learning- Website, Department Library Study materials, CDs, PPTs etc	7.1.4	Observed
14	Tools of Department Communication- Circulars, Minutes Book, Emails, SMS etc	7.4	Maintained
15	Process evaluation- Teaching aspect (Monthly Syllabus completion report, Work diary, Performance appraisal, Students feedback on teaching, Lecture video graphing etc	9.1.4	Observed
16	Process evaluation- Learning aspect (Internals, Assignments, Remedial classes, Mentoring)	9.1.3	Documented
17	Methods of communicating about students' performance	7.5.2	Done

7/3

18	(PTM) Progression of Alumni	8.5.5 8.6	Documented
19	Measures for Holistic development of students -	9.1.2	Maintained

Audit Report:

All documents are well maintained

Date: 02/11/20

Internal Auditors Names:

AS #1A. N

DEVANATH S

Signatures:

AS #1A. N

DEVANATH S
02/11/2020

3/3

[Signature]

PRINCIPAL
SINDHI COLLEGE
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.


Sindhi College

ISO Internal Audit

Sl. No	Department	Date	Time	I A Team
1.	Commerce	3/02/20	11.00 am	Prof.Asha.N Mr.Devaraju
2	Management	3/02/20	11.00 am	Dr.Padmavathy Ast.Prof.Hemalatha
3	Computer Science and Electronics	3/02/20	11.00 am	Ast.Prof. Roopa Ast.Prof. Shashikala
4	Mathematics	3/02/20	12.00 pm	Ast.Prof. Jayashree Ast.Prof.Radhika
5	Kannada	3/02/20	12.00 pm	Ast.Prof.Hemalatha Ast.Prof.Vaidyesh
6	English	3/02/20	12.00 pm	Prof. Asha.N Ast.Prof. Shashikala
7	Sanskrit	3/02/20	12.00 pm	Dr.Rahul Kavishkar Mr. Devaraju
8	Hindi	3/02/20	1.00 pm	Ast.Prof.Radhika Ast.Prof. Vaidyesh
9	PG- (M.Com, M.Com(FA)	3/02/20	1.00 pm	Prof. Asha.N Ast.Prof. Jayashree
10	Library and Information Centre	3/02/20	1.00 pm	Dr.Padmavathy Ast.Prof. Roopa
11	Office/Admin	3/02/20	2.00 pm	Prof. Asha.N Ast.Prof.Hemalatha
12	Value Added Programme Committee	3/02/20	2.00 pm	Dr.Rahul Kavishkar Ast.Prof. Vaidyesh
13	Infrastructure and Safety and	3/02/20	2.00 pm	Mr. Devaraju

	Security of Men and Material		pm	Ast.Prof.Radhika
14	Anti-Ragging Cell and Discipline Committee	3/02/20	2.00 pm	Ast.Prof. Jayashree Ast.Prof. Shashikala
15	Anti -Sexual Harassment Cell	4/02/20	11.00 am	Ast.Prof.Hemalatha Ast.Prof. Roopa
16	Women Empowerment Cell			
17	NSS Unit	4/02/20	11.00 am	Dr.Rahul Kavishkar Mr. Devaraju
18	Eco Club	4/02/20	11.00 am	Dr.Padmavathy Ast.Prof. Jayashree
19	Grievance Redressal Cell			
20	NCC Unit	4/02/20	8.00 am	Ast.Prof.Radhika Ast.Prof. Vaidyesh
21	Examination Cell	4/02/20	12.00 pm	Ast.Prof. Shashikala Dr.Rahul Kavishkar
22	Research Cell	4/02/20	1.00 pm	Ast.Prof.Radhika Ast.Prof.Hemalatha
23	Career Guidance & Placements Cell	4/02/20	1.00 pm	Ast.Prof. Vaidyesh Mr. Devaraju
24	Sports	4/02/20	9.00 am	Ast.Prof. Shashikala Dr.Rahul Kavishkar
25	Cultural Committee Cell	4/02/20	1.00 pm	Dr.Padmavathy Ast.Prof. Jayashree
26	General requirements	4/02/20	2.00 pm	Prof. Asha.N Ast.Prof. Roopa

2/2


PRINCIPAL
SINDHI COLLEGE
 #33/2B Kempapura, Hebbal,
 Bengaluru - 560 024.

Checklist for Internal Audit

Department: Management

Sl.No	Checklist	Clause	observation
1	Vision, Mission, Objectives and SWOC Analysis	4.1 6.2 6.1.2	Maintained
2	Student Teacher Ratio	7.1.2	Prepared
3	Calendar of Events and Budget	6.1.2	Prepared
4	Semester Planning (Work load allotment, Session Plan, lesson Plan and Timetable)	6.1.2	Well-maintained
5	Activities to ensure achievement of quality objectives (Guest lectures, Seminars, Conferences, FDPs, Workshops etc)	8.1	Observed
6	Performance Evaluation (Result Analysis)	9.1	Prepared
7	Measures taken to improve the performance Slow Learners (Mentoring, Bridge Course class & Remedial class)	8.8.5 (d)	Observed
8	Activities conceptualised for Advanced learners (Students Research Projects, Wall Magazine, Topper's file, College Magazine, Club activities, Seminars, quiz , role play, participation in other activities etc)	8.8.5 (d)	Observed

9	Measures taken to make students' job ready (VAP & Pre-Placement Training Programmes)	8.4	Maintained
10	Steps taken to bridge the gap between Industry and Academia (Guest Lectures, Industrial Visits, Seminars and conferences, VAP etc)	8.4 8.5	Maintained
11	Measures taken to increase the competency of the teachers (FDPs, workshops, seminars, Conferences, Staff Colloquium, Minor Research Projects etc)	7.2	Observed
12	Innovative Teaching Practices adopted	5.1.2 7.1.4	Well-maintained
13	Resources outside the class room for enhanced learning- Website, Department Library Study materials, CDs, PPTs etc	7.1.4	Observed
14	Tools of Department Communication- Circulars, Minutes Book, Emails, SMS etc	7.4 9.1.1	Prepared
15	Process evaluation- Teaching aspect (Monthly Syllabus completion report, Work diary, Performance appraisal, Students feedback on teaching, Lecture video graphing etc)	9.1.1	Prepared & Maintained
16	Process evaluation- Learning aspect	9.1.3	✓ (2/3)

	(Internals, Assignments, Remedial classes, Mentoring)		Maintained
17	Methods of communicating about students' performance (PTM)	7.5.2	Filed and maintained
18	Progression of Alumni	8.5.5 8.6	Maintained
19	Measures for Holistic development of students -	9.1.2	Well maintained

Audit Report:

The Management dept. has maintained all the documents systematically. The dept mission and vision are aimed to be achieved through various activities that are student - centric in nature.

Date - 3/2/20

Internal Auditors Names:

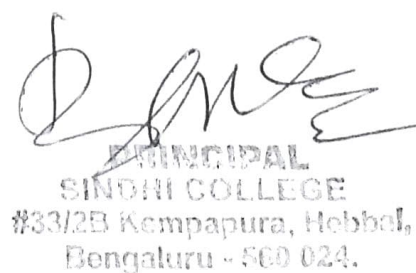
D. Padmanabha R. Hemalatha

Signatures:


3/2/20


3/2/20





PRINCIPAL
SINGH COLLEGE
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.

Sindhi College
ISO Internal Audit

Sl. No	Department	Date	Time	I A Team
1.	Commerce	29/11/19	12.00 pm	Prof. Asha N Mr.Devaraju
2.	Computer Science and Electronics	29/11/19	12.00 pm	Dr. Roopa Prof.Vaidyesh
3.	Management	29/11/19	12.00 pm	Prof.Hemalatha Dr.Padmavathy
4.	Kannada	29/11/19	1.00 pm	Dr.RahulKavishkar Prof. Jayashree
5.	English	29/11/19	1.00 pm	Prof.Asha N Prof.Radhika
6.	Sanskrit	29/11/19	1.00 pm	Prof.Vaidyesh Prof.Hemalatha
7.	Hindi	29/11/19	1.00 pm	Dr.Roopa Prof. Shashikala
8.	Library and Information Centre	29/11/19	2.00 pm	Prof.Shashikala Dr.Padmavathy
9.	PG- (M.Com, M.Com(FA))	29/11/19	2.00 pm	Prof. Jayashree Prof.Radhika
10.	Office/Admin	29/11/19	2.00 pm	Prof.Asha.N
11.	Value Added Programme Committee	29/11/19	2.00 pm	Prof.Vaidyesh Prof.Hemalatha
12.	Infrastructure and Safety and Security of Men and Material	29/11/19	3.00 pm	Prof. Jayashree Mr.Devaraju
13.	Anti-Ragging Cell and Discipline Committee	29/11/19	3.00 pm	Dr.Rahul Kavishkar Dr.Padmavathy

14.	Mathematics	29/11/19	3.00 pm	Prof. Shashikala Prof.Radhika
15.	Anti -Sexual Harassment Cell	30/11/19	12.00 pm	Mr. Devaraju Dr. Roopa
16.	Women Empowerment Cell			
17.	NSS Unit	30/11/19	12.00 pm	Dr.RahulKavishkar Dr.Padmavathy
18.	Eco Club	30/11/19	12.00 pm	Prof. Asha Prof.Hemalatha
19.	Grievance Redressal Cell			
20.	NCC Unit	30/11/19	1.00 pm	Prof. Shashikala Prof.Radhika
21.	Examination Cell	30/11/19	1.00 pm	Prof.Vaidyesh Dr. Roopa
22.	Research Cell	30/11/19	1.00 pm	Dr.RahulKavishkar Dr.Padmavathy
23.	Career Guidance & Placements Cell	30/11/19	2.00 pm	Prof.Asha.N Prof.Jayashree
24.	Sports	30/11/19	2.00 pm	Prof.Shashikala Prof.Radhika
25.	Cultural Committee Cell	30/11/19	1.00 pm	Prof.Hemalatha Mr. Devaraju
5.	General Requirements	30/11/19	2.00 pm	Prof.Vaidyesh Dr.Roopa


PRINCIPAL
SINDHI COLLEGE
 #33/2B Kempapura, Hebbal,
 Bengaluru - 560 024.

29/11/2019

Dr. Roopa
Prof. Vaidyesh

Sindhi College

Checklist for Internal Audit

Department: Computer Science & Electronics

Sl.No	Checklist	Clause	observation
1	Vision, Mission, Objectives and SWOC Analysis	4.1 6.2 6.1 6.1.2	well defined vision, vision maintained file of objectives & SWOC
2	Student Teacher Ratio	7.1.2	Available.
3	Calendar of Events and Budget	6.1.2	Available
4	Semester Planning (Work load allotment, Session Plan, lesson Plan and Timetable)	6.1.2	well maintained
5	Activities to ensure achievement of quality objectives (Guest lectures, Seminars, Conferences, FDPs, Workshops etc)	8.1	Experts are invited for guest lecture/ seminars/conferences file maintained
6	Performance Evaluation (Result Analysis)	9.1	Document Available
7	Measures taken to improve the performance Slow Learners (Mentoring, Bridge Course class & Remedial class)	8.5.3	File maintained
8	Activities conceptualised for Advanced learners (Students Research Projects, Wall Magazine, Topper's file, College Magazine, Club activities, Seminars, quiz, role play, participation in other activities etc)	8.5.3	File maintained measures taken to motivate advance learners through various programme

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3

9	Measures taken to make students' job ready (VAP & Pre-Placement Training Programmes)	8.4	Relevant value added programme are recommended & held Documents maintained
10	Steps taken to bridge the gap between Industry and Academia (Guest Lectures, Industrial Visits, Seminars and conferences, VAP etc)	8.4 8.5	Steps to bridge the gap between Academia & industry interface Available & file maintained
11	Measures to increase the competency of the teachers (FDPs, workshops, seminars, Conferences, Staff Colloquim, Minor Research Projects etc)	4.2	FDP/workshop/Seminars/conferences/ Colloquium held as regular intervals
12	Innovative Teaching Practices adopted	5.1.2 7.1.4	Innovative Teaching methods adopted
13	Resources outside the class room for enhanced learning- Website, Department Library Study materials, CDs, PPTs etc	7.1.4	Available
14	Tools of Department Communication- Circulars, Minutes Book, Emails, SMS etc	7.4	maintained
15	Process evaluation- Teaching aspect (Monthly Syllabus completion report, Work diary, Performance appraisal, Students feedback on teaching, Lecture video graphing etc	9.1.1	Necessary documents are available
16	Process evaluation- Learning aspect (Internals, Assignments,	9.1.3	Maintained

2/3

	Remedial classes, Mentoring)		
17	Methods of communicating about students' performance (PTM)	7.5.2	File Maintained
18	Progression of Alumni	8.5-5 8-6	Details available
19	Measures for Holistic development of students -	9.1.2	students are encouraged to involve in extra & co-curricular activities
20	Details of Network security and Softwares available	7.1.4	Available
21	No.of Systems available in the lab	7.1.3 7.1.4 7.1.4	Laptops - 38 Desktops - 143

Audit Report:

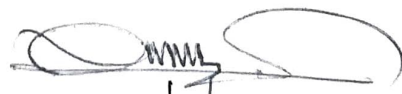
All necessary documents & data maintained

Date: 29/11/2019.

Internal Auditors Names: Dr. Roopa Anaged Prof. Vaidyesh MA

Signatures:


29/11/19


29/11/2019





PRINCIPAL
SINDHI COLLEGE
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.

Sindhi College
ISO Internal Audit

Sl. No	Department	Date	Time	I A Team
1.	Commerce	20/8/19	11.00 am	Prof.Asha.N Mr.Devaraju
2	Management	20/8/19	11.00 am	Dr.Padmavathy Ast.Prof.Hemalatha
3	Computer Science and Electronics	20/8/19	11.00 am	Ast.Prof. Roopa Ast.Prof. Shashikala
4	Mathematics	20/8/19	12.00 pm	Ast.Prof. Jayashree Ast.Prof.Radhika
5	Kannada	20/8/19	12.00 pm	Ast.Prof.Hemalatha Ast.Prof.Vaidyesh
6	English	20/8/19	12.00 pm	Prof. Asha.N Ast.Prof. Shashikala
7	Sanskrit	20/8/19	12.00 pm	Dr.Rahul Kavishkar Mr. Devaraju
8	Hindi	20/8/19	1.00 pm	Ast.Prof.Radhika Ast.Prof. Vaidyesh
9	PG- (M.Com, M.Com(FA))	20/8/19	1.00 pm	Prof. Asha.N Ast.Prof. Jayashree
10	Library and Information Centre	20/8/19	1.00 pm	Dr.Padmavathy Ast.Prof. Roopa
11	Office/Admin	20/8/19	2.00 pm	Prof. Asha.N Ast.Prof.Hemalatha
12	Value Added Programme Committee	20/8/19	2.00 pm	Dr.Rahul Kavishkar Ast.Prof. Vaidyesh
13	Infrastructure and Safety and	20/8/19	2.00	Mr. Devaraju

	Security of Men and Material		pm	Ast.Prof.Radhika
14	Anti-Ragging Cell and Discipline Committee	20/8/19	2.00 pm	Ast.Prof. Jayashree Ast.Prof. Shashikala
15	Anti -Sexual Harassment Cell	21/8/19	11.00 am	Ast.Prof.Hemalatha Ast.Prof. Roopa
16	Women Empowerment Cell			
17	NSS Unit	21/8/19	11.00 am	Dr.Rahul Kavishkar Mr. Devaraju
18	Eco Club	21/8/19	11.00 am	Dr.Padmavathy Ast.Prof. Jayashree
19	Grievance Redressal Cell			
20	NCC Unit	21/8/19	11.00 am	Ast.Prof.Radhika Ast.Prof. Vaidyesh
21	Examination Cell	21/8/19	12.00 pm	Ast.Prof. Shashikala Dr.Rahul Kavishkar
22	Research Cell	21/8/19	1.00 pm	Ast.Prof.Radhika Ast.Prof.Hemalatha
23	Career Guidance & Placements Cell	21/8/19	1.00 pm	Ast.Prof. Vaidyesh Mr. Devaraju
24	Sports	21/8/19	1.00 pm	Ast.Prof. Shashikala Dr.Rahul Kavishkar
25	Cultural Committee Cell	21/8/19	1.00 pm	Dr.Padmavathy Ast.Prof. Jayashree
26	General requirements	21/8/19	1.00 pm	Prof. Asha.N Ast.Prof. Roopa

Alex

[Signature]

PRINCIPAL
SINDHI COLLEGE
#33/2B Kempapura Hobbal,
Bengaluru - 560 022.

Sindhi College

Checklist for Internal Audit

Department: Mathematics

2018/19 (4)

Mr. Jagdish Kumar

Mr. Ravi Kumar

12-1

Sl.No	Checklist	Clause	observation
1	Vision, Mission, Objectives and SWOC Analysis	4.1 6.1 6.1.2	Well Defined Objectives.
2	Calendar of Events and Budget	6.1.2	Observed
3	Semester Planning (Work load allotment, Session Plan, lesson Plan and Timetable)	6.1.2	Maintained.
4	Activities to ensure achievement of quality objectives (Guest lectures, Seminars, Conferences, FDPs, Workshops etc)	8.1	Documents Verified.
5	Performance Evaluation (Result Analysis)	9.1	Maintained.
6	Measures taken to improve the performance Slow Learners (Mentoring, Bridge Course class & Remedial class)	8.3(d)	Documents Verified.
7	Activities conceptualised for Advanced learners (Students Research Projects, Wall Magazine, Topper's file, College Magazine, Club activities, Seminars, quiz, role play, participation in other activities etc)	8.3(d)	Details maintained and verified.
8	Steps taken to bridge the gap between Industry and	8.4	Observed the documents.

	Academia		
9	Measures to increase the competency of the teachers (FDPs, workshops, seminars, Conferences, Staff Colloquium, Minor Research Projects etc)	7.2	Details verified.
10	Innovative Teaching Practices adopted	8.1.2 7.1.4	Well maintained documents.
11	Resources outside the class room for enhanced learning- Website, Department Library Study materials, CDs, PPTs etc	7.1.4	Observed.
12	Tools of Department Communication- Circulars, Minutes Book, Emails, SMS etc	7.4	Observed.
13	Process evaluation- Teaching aspect (Monthly Syllabus completion report, Work diary, Performance appraisal, Students feedback on teaching, Lecture video graphing etc	9.1.1	Maintained, well.
14	Process evaluation- Learning aspect (Internals, Assignments, Remedial classes, Mentoring)	9.1.3	Maintained.

2/3

Audit Report:


All the documents in the department are maintained well. In future department has a plan to improve the results.

Date: - 20/8/19

Internal Auditors Names: Prof. Jayashree
Prof. Radhika.

Signatures:


20/8/19


20/08/19





PRINCIPAL
SINDHI COLLEGE
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.

Sindhi College

ISO Internal Audit

Sl. No	Department	Date	Time	I A Team
1.	Commerce	01/4/19	10.00 am	Prof. Asha N Prof.Vaidyesh ✓
2.	Computer Science and Electronics	01/4/19	10.00 am	Prof. Shashikala Mr.Devaraju ✓
3.	Kannada	01/4/19	10.00 am	Dr.RahulKavishkar Dr.Padmavathy ✓
4.	Management	01/4/19	11.30 am	Prof.Asha.N Prof.Hemalatha ✓
5.	English	01/4/19	11.30 am	Dr.RahulKavishkar Prof. Jayashree ✓
6.	Sanskrit	01/4/19	11.30 am	Mr. Devaraju Prof.Radhika ✓
7.	Hindi	01/4/19	1.00 pm	Prof.Radhika Prof. Shashikala ✓
8.	PG- (M.Com, M.Com(FA)	01/4/19	1.00 pm	Prof.Hemalatha Dr.Padmavathy ✓
9.	Library and Information Centre	01/4/19	1.00 pm	Prof. Jayashree Prof.Vaidyesh ✓
10.	Office/Admin	01/4/19	2.30 pm	Dr.RahulKavishkar Mr. Devaraju ✓
11.	Value Added Programme Committee	01/4/19	2.30 pm	Prof.Asha.N Prof.Hemalatha ✓
12.	Infrastructure and Safety and Security of Men and Material	01/4/19	2.30 pm	Prof. Jayashree Prof.Radhika ✓
13.	Anti-Ragging Cell and Discipline Committee	02/4/19	10.00 am	Dr.RahulKavishkar Prof.Vaidyesh ✓
14.	Mathematics	02/4/19	10.00	Prof. Shashikala

			am	Mr. Devaraju
15.	Anti -Sexual Harassment Cell	02/4/19	10.00 am	Dr.Padmavathy Dr.RahulKavishkar
16.	Women Empowerment Cell			
17.	NSS Unit	02/4/19	11.30 am	Dr.Padmavathy Mr. Devaraju Prof. Shashikala
18.	Eco Club			
19.	Grievance Redressal Cell	02/4/19	11.30 am	Prof. Roopa Prof. Asha
20.	NCC Unit	02/4/19	11.30 am	Prof.Radhika Prof.Hemalatha
21.	Examination Cell	02/4/19	1.00 pm	Prof. Shashikala Mr. Devaraju
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24.	Sports	02/4/19	2.30 pm	Prof. Roopa Prof.Hemalatha
25.	Cultural Committee Cell	02/4/19	2.30 pm	Prof.Radhika Prof. Shashikala
26.	General Requirements	02/4/19	3.00 pm	Prof.Asha.N Prof.Roopa

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PRINCIPAL
SINDHI COLLEGE
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.

Sindhi College

Checklist for Internal Audit

Department: English

Sl.No	Checklist	Clause	observation
1	Vision, Mission, Objectives and SWOC Analysis	4.1 6.2 6.1.2	Well Defined and Maintained
2	Calendar of Events and Budget	6.1.2	Maintained
3	Semester Planning (Work load allotment, Session Plan, lesson Plan and Timetable)	6.1.2	Prepared and Maintained
4	Activities to ensure achievement of quality objectives (Guest lectures, Seminars, Conferences, FDPs, Workshops etc)	8.1	Guest Lectures have conducted, details available.
5	Performance Evaluation (Result Analysis)	9.1	Available
6	Measures taken to improve the performance Slow Learners (Mentoring, Bridge Course class & Remedial class)	8.3.5(1)	Details available and Records maintained.
7	Activities conceptualised for Advanced learners (Students Research Projects, Wall Magazine, College Magazine, Seminars, quiz, role play, participation in other activities etc)	8.3.5 (2)	All activities conducted and details available.

8	Measures taken to enhance communication skills	7.5.2	Details Available.
9	Measures to increase the competency of the teachers (FDPs, workshops, seminars, Conferences, Staff Colloquium, Minor Research Projects etc)	7.2	Records maintained regarding participation and conducting activities.
10	Innovative Teaching Practices adopted	5.1.2 7.1.4	Details available.
11	Resources outside the class room for enhanced learning- Website, Department Library Study materials, CDs, PPTs etc	7.4	Records maintained, well.
12	Tools of Department Communication- Circulars, Minutes Book, etc	7.4	Details Available.
13	Process evaluation- Teaching aspect (Monthly Syllabus completion report, Work diary, Performance appraisal, Students feedback on teaching, Lecture video graphing etc	9.1.1	Maintained.
14	Process evaluation- Learning aspect (Internals, Assignments, Remedial classes, Mentoring)	9.1.3	Details available

Audit Report:


During the visit we found that all information provided by the department is well supported by the documents, files and certificates.

The department has the plan to develop a language lab in future.

Internal Auditors Names: Jayashree Tambad. Dr. Rachal.

Dr. R. K. Kavishwar

Signatures:


14/2019





PRINCIPAL
SINDHI COLLEGE
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.

Sindhi College

ISO Internal Audit

Sl. No	Department	Date	Time	I A Team
1.	Commerce	29/12/18	10.00 am	Prof. Asha N Prof.Vaidyesh
2.	Computer Science and Electronics	29/12/18	10.00 am	Prof. Shashikala Mr.Devaraju
3.	Kannada	29/12/18	10.00 am	Dr.RahulKavishkar Dr.Padmavathy
4.	Management	29/12/18	11.30 am	Prof.Asha.N Prof.Hemalatha
5.	English	29/12/18	11.30 am	Dr.RahulKavishkar Prof. Jayashree
6.	Sanskrit	29/12/18	11.30 am	Mr. Devaraju Prof.Radhika
7.	Hindi	29/12/18 29/12/18	1.00 pm	Prof.Radhika Prof. Shashikala
8.	PG- (M.Com, M.Com(FA))	29/12/18	1.00 pm	Prof.Hemalatha Dr.Padmavathy
9.	Library and Information Centre	29/12/18	1.00 pm	Prof. Jayashree Prof.Vaidyesh
10.	Office/Admin	29/12/18	2.30 pm	Dr.RahulKavishkar Mr. Devaraju
11.	Value Added Programme Committee	29/12/18	2.30 pm	Prof.Asha.N Prof.Hemalatha
12.	Infrastructure and Safety and Security of Men and Material	29/12/18	2.30 pm	Prof. Jayashree Prof.Radhika
13.	Anti-Ragging Cell and Discipline Committee	31/12/18	10.00 am	Prof.Asha.N Prof.Vaidyesh

14.	Mathematics	31/12/18	10.00 am	Prof. Shashikala Mr. Devaraju
15.	Anti -Sexual Harassment Cell	31/12/18	10.00 am	Dr.Padmavathy Dr.RahulKavishkar
16.	Women Empowerment Cell			
17.	NSS Unit	31/12/18	11.30 am	Dr.Padmavathy Mr. Devaraju Prof. Shashikala
18.	Eco Club	31/12/18	11.30 am	Prof. Roopa Prof. Asha
19.	Grievance Redressal Cell			
20.	NCC Unit	31/12/18	11.30 am	Prof.Radhika Prof.Hemalatha
21.	Examination Cell	31/12/18	1.00 pm	Prof. Shashikala Mr. Devaraju
22.	Research Cell	31/12/18	1.00 pm	Prof.Vaidyesh Prof. Roopa
23.	Career Guidance & Placements Cell	31/12/18	1.00 pm	Prof.Hemalatha Dr.RahulKavishkar
24.	Sports	31/12/18	2.30 pm	Prof. Roopa Prof.Hemalatha
25.	Cultural Committee Cell	31/12/18	2.30 pm	Prof.Radhika Prof. Shashikala
26.	General Requirements	31/12/18	3.00 pm	Prof.Asha.N Prof.Roopa

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PRINCIPAL
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 Bengaluru - 560 024.

Checklist for Internal Audit

Department: Post Graduation (M.Com & M.Com(FA))

Sl.No	Checklist	Clause	observation
1	Vision, Mission, Objectives and SWOC Analysis	4.1 6.2 6.1.2	Verified
2	Calendar of Events and Budget	6.1.2	checked
3	Semester Planning (Work load allotment, Session Plan, lesson Plan and Timetable)	6.1.2	Maintained
4	Activities to ensure achievement of quality objectives (Guest lectures, Seminars, Conferences, FDPs, Workshops etc)	8.1	observed
5	Performance Evaluation (Result Analysis)	9.1	checked
6	Measures taken to make students' job ready (VAP & Pre-Placement Training Programmes)	8.4	Conducted Successfully
7	Steps taken to bridge the gap between Industry and Academia (Guest Lectures, Industrial Visits, Seminars and conferences, VAP , Student Projects. etc)	8.4 8.5	organised - Guest Lecture Industrial visit - conducted
8	Measures to increase the competency of the teachers (FDPs, workshops, seminars, Conferences, Minor Research Projects etc)	7.2	planned and will be executed

9	Innovative Teaching Practices adopted	5.1.2 7.1.4	Implemented
10	Resources outside the class room for enhanced learning- Website, Department Library, CDs, etc	7.1.4	Maintained
11	Tools of Department Communication- Circulars, Minutes Book, etc	7.4	Maintained
12	Process evaluation- Teaching aspect (Monthly Syllabus completion report, Work diary, Performance appraisal, etc	9.1.2	Verified
13	Process evaluation- Learning aspect (Internals, Assignments, Students Project works etc)	9.1.3	Conducted
14	Details of Alumni Progression	8.5.5 8.6	Maintained till 2017-18 academic year.

Audit Report:

Teaching-learning process is carried out systematically - all the requisite activities are conducted to enhance students competency. All the necessary documents are well-maintained in the dept.

Date: 29/12/2018

Internal Auditors Names: Dr. Padmanathya, Prof. Hemalatha

Signatures:

Padmanathya
29/12/18


PRINCIPAL
SINDHI COLLEGE
29/12/18

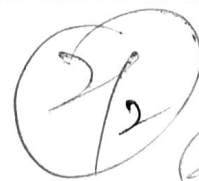
#33/2B Kempapura, Hebbal,
Bengaluru - 560 024.

Sindhi College
ISO Internal Audit

Sl. No	Department	Date	Time	I A Team
1.	Commerce	23/08/18	8.00 am	Prof. Asha N Mr.Devaraju
2.	Management	23/08/18	8.00 am	Dr.Padmavathy Asst.Prof.Roopa
3.	Computer Science and Electronics	23/08/18	8.00 am	Dr.RahulKavishkar Asst.Prof.Shashikala
4.	Mathematics	23/08/18	9.30 am	Asst.Prof.Jayashree Asst.Prof.Radhika
5.	Kannada	23/08/18	9.30 am	Asst.Prof.Hemalatha Asst.Prof.Vaidyesh
6.	English	23/08/18	9.30 am	Prof. Asha N Asst.Prof.Shashikala
7.	Sanskrit	23/08/18	9.30 am	Dr.RahulKavishkar Mr.Devaraju
8.	Hindi	23/08/18	11.00 am	Dr.Padmavathy Asst.Prof.Vaidyesh
9.	PG- (M.COM, M.COM(FA))	23/08/18	11.00 am	Asst.Prof. Jayashree Asst.Prof.Roopa
10.	Library & Information Centre	23/08/18	11.00 am	Asst.Prof.Shashikala Asst.Prof.Radhika
11.	Office/Admin	23/08/18	11.00 am	Prof. Asha N Asst.Prof.Hemalatha
12.	Value Added Programme	23/08/18	12.30 pm	Asst.Prof.Radhika Asst.Prof.Vaidyesh
13.	Infrastructure Safety & Security	23/08/18	12.30 pm	Prof. Asha N Asst.Prof.Roopa

1/2

14.	Anti Ragging Harassment Cell & Discipline Committee	23/08/18	12.30 pm	Dr.Padmavathy Mr.Devaraju
15.	Anti-Sexual Harassment Cell & Women Empowerment Cell	23/08/18	12.30 pm	Asst.Prof.Jayashree Dr.RahulKavishkar
16.	NSS Unit	23/08/18	12.30 pm	Asst.Prof.Hemalatha Asst.Prof. Shashikala
17.	Eco Club	23/08/18	12.30 pm	Asst.Prof. Roopa Dr.Padmavathy Asst.Prof.Jayashree
18.	Grievance Redressal Cell			
19.	NCC Unit	25/08/18	8.00 am	Mr.Devaraju Asst.Prof. Shashikala
20.	Examination Cell	25/08/18	8.00 am	Asst.Prof.Radhika Asst.Prof.Vaidyesh
21.	Research Cell	25/08/18	8.00 am	Dr.Padmavathy Asst.Prof.Hemalatha
22.	Career Guidance & Placements Cell	25/08/18	9.30 am	Asst.Prof.Hemalatha Prof.Asha.N
23.	Sports	25/08/18	9.30 am	Asst.Prof.Vaidyesh Dr.RahulKavishkar
24.	Cultural Committee Cell	25/08/18	9.30 am	Asst.Prof.Radhika Asst.Prof. Shashikala
25.	General Requirements	25/08/18	9.30 am	Prof.Asha.N Asst.Prof.Roopa



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Library and Information Centre

Sl.No	Checklist	Clause	observation
1	Vision, Mission and Objectives	4.1, 6.2 6.1.2	well defined vision, mission and objectives
2	Details of Library Manual	6.2.1	Maintained.
3	Budget of the library	6.2.1	well prepared.
4	Student Book Ratio	8.1e	19:1 ratio. Shortage of books is avoided by tying up with many publishers
5	Minutes Book of library	7.4 (a-e)	Minutes resolutions are followed. Advisory committee suggestions are noted.
6	Details of Physical facilities available in the Library	7.1.3	Sufficient lighting and ventilation is provided
7	Invoice - Purchase of books	7.5	Maintained.
8	Total collection details in the library.	10.1	Sufficient and up to date.
9	Subject wise breakup of books	8.3.4	Labelling of shelves for easy identification of books;
10	Course wise break ups	8.3.3	Available.

This document consists of three pages

11	Details of National and International Journals	8.2.3.1	Collection of sufficient national and International Journals. member of Infolibnet - is
12	Details of Magazines and news paper	8.2.3.1	upto 5 years old magazines and newspapers are stored.
13	Details of other library membership	7.5	British Library membership.
14	Details of any e-resources available in the Library	8.2.1	Id Card Bar-code, Computerised Library; Infolibnet, E-Question Papers, E-notes, Shodhganga etc.
15	List of library card issued to students	7.5, 2	Maintained
16	Is there any recognition/ award given to the students who visit library regularly? If yes, provide details	9.1.2	Best reader award to encourage academic skills.
17	Different publication complimentary books issued to the faculty	10.1	- Yes -
18	Is there any Book Bank Facility? If yes, provide details	10.1	Sc/ST book bank maintained

19	Safety and Security measures in library.	7.1.3	CC TV Surveillance, Barcode Installation, Separate racks for storage of student's bags etc.
20	Details of fine collection	10.1	Fine details are maintained. Fine would be collected if dates are exceeded.
21	Collection of E books	10.1	Grandhi thoughts, E-books for research purpose.

Audit Report:

More E resources can be added (Online renewal, digital library, Remote access to students; OPAC Software in function; Automation and more dependence on technology can be introduced. Well maintained documentation and reporting. Books are made searchable to all students and sufficient measures in place.

Date 23/8/2018

Internal Auditors Names:

Associate professor, S.K. Radhika, Associate professor, Shashikala

Signatures:

Sashikala V/
23/8/18

Radh
23/8/18

3/2

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