



# Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

ACCREDITED WITH 'A' GRADE BY NAAC

## DEPARTMENT OF MANAGEMENT STUDIES

### AUDIT VERIFICATION REPORT

Date of Audit: 24.11.2017, Friday.

Duration of Audit: 10:30 a.m. to 03:30 p.m.

The following documents are available in all aspects:

- |                                                          |                          |
|----------------------------------------------------------|--------------------------|
| 1. BOS Meeting Minutes:                                  |                          |
| • Meeting held on 03.05.2017                             | Yes/No                   |
| • Meeting held on 20.11.2017                             | Yes/No                   |
| 2. Composition of BOS                                    | Yes/No                   |
| 3. Copy of Regulations, Curriculum and Syllabus:         |                          |
| • Regulations 2015                                       | Yes/No                   |
| • Regulations 201                                        | Yes/No                   |
| 4. Details of modifications carried out in each revision | Yes/No                   |
| 5. Curriculum Design and Syllabus formation              | Yes/No                   |
| 6. Vision, Mission, PEO's                                | Yes/No                   |
| 7. Program outcomes and Course Outcomes                  | Yes/No                   |
| 8. Syllabus copy                                         | Yes/No                   |
| 9. Approved lesson plan & its adherence                  | Yes/No                   |
| 10. Course file & its information                        | Yes/No                   |
| 11. Details of text books and reference books            | Yes/No                   |
| 12. PPT's.                                               | Yes/No - Can be improved |
| 13. Question Banks                                       | Yes/No                   |

14. Sample Student's Assignments	Yes/No	
15. Internal Assessment schedules	Yes/No	
16. Internal Assessment 1:		
Question Paper	Yes/No	
Sample Answer Scripts	Yes/No	Some more
Scheme of evaluation of internal marks/Answer keys	Yes/No	samples can be added.
Result Analysis	Yes/No	
Identification of slow learners	Yes/No	
Action taken for improving the ability of slow learners	Yes/No	
17. Internal Assessment 2:		
Question Paper	Yes/No	
Sample Answer Scripts	Yes/No	Add few more scripts.
Scheme of evaluation of internal marks/Answer keys	Yes/No	
Result Analysis	Yes/No	
Identification of slow learners	Yes/No	
Action taken for improving the ability of slow learners	Yes/No	
18. Internal Assessment 3:		
Question Paper	Yes/No	
Sample Answer Scripts	Yes/No	
Scheme of evaluation of internal marks/Answer keys	Yes/No	
Result Analysis	Yes/No	
Identification of slow learners	Yes/No	
Action taken for improving the ability of slow learners	Yes/No	
19. Details of Seminars/Events conducted for students	Yes/No	
20. Industry-Institute Interactions file (MOU's, Industrial Projects, Consultancy projects, Industrial visits)	Yes/No	can be increased
21. Consolidated Internal mark sheets	Yes/No	can be improved.
22. Class timetable for every semester	Yes/No	
23. Attendance registers and log books	Yes/No	

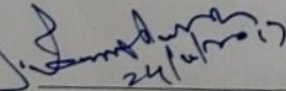


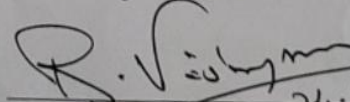
24. Intimation of attendance percentages to students done by displaying on notice boards	Yes/No	
25. Exit surveys	Yes/No	
26. Alumni surveys	Yes/No	
27. Course-end surveys	Yes/No	
28. Surveys for Vision, Mission & PEO's	Yes/No	
29. Department library details	Yes/No	Library Register can be maintained more neatly.
30. Computer Labs & Software resources	Yes/No	
31. Sample lab records of experiments	Yes/No	
32. Sample project works of students	Yes/No	— Good —
33. Monitored assessment of student's progress in projects	Yes/No	
34. Faculty coordinators assigned for project groups	Yes/No	
35. Regular interaction with guides and follow-up's	Yes/No	
36. Faculty profiles	Yes/No	
37. Research Publications of Faculties	Yes/No	
38. Student databases	Yes/No	Google forms
39. Details of FDP's/workshops organized	Yes/No	
40. Details of student graduation	Yes/No	
41. Details of Placement	Yes/No	

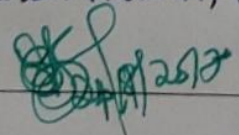
Any other comments:

- 1) Good project work done by students.
- 2) Library registers and ancillary <sup>text</sup> scripts can be improved better.
- 3) Student databases can be improvised as Google forms.

Auditor Signatures with Name & Designation:

  
 (N. VASUDEVA MOORTHY, DIRECTOR)

  
 24.11.2017  
 (R. VIJAYAN, GENERAL MANAGER, DEPLOY ENAG.)

  
 26/11/2017  
