

Inter-Departmental Audit Report

The inter-departmental audit was conducted in the month of September 2023 to validate and assess the data submitted by the departments. The following documents were assessed during the audit:

1. Records of Faculty, Students and Departmental Achievements
2. Teaching Plans
3. Assessment Schedule
4. Co-curricular activities' records
5. Minutes of Departmental Meetings
6. Result analysis data
7. Records of Course Completion
8. Mentorship Records
9. Internal Assessment moderation meeting records

The documents were well maintained and organised. The teaching learning process and student's achievements are commendable. The audit committee offered some suggestions, nevertheless, for improving the current practices and obtaining excellence going forward.

Significant observations are as follows:

- The department needs to take new initiatives in preparing students for competitive exams, as it is unclear precisely how career advice and counseling should be done in a formal manner by teachers who are not certified in the field.
- The departments should compile information and official records attesting to the students' progression to higher education.
- Inter-department collaboration in activities like inter disciplinary research project with other departments to secure external research grant should be encouraged.
- Result analysis of GE and SEC papers can be done separately.
- The alumni's details must also be properly maintained. By forming a social networking group or asking them to an alumni meet, departments can learn about their future endeavors.
- Some departments should look into additional ways to use ICT in the classroom to improve student focus and comprehension.