



ST. JOSEPH'S DEGREE & PG COLLEGE

Autonomous - Affiliated to Osmania University
Re-accredited by NAAC (3rd Cycle)
Basheerbagh, King Koti Road, Hyderabad – 29

This is to inform all the faculty members that the Internal Audit dates have been rescheduled as per the request received from Heads of the Departments. The dates are as follows:


INTERNAL AUDIT SCHEDULE 11, 12 & 13-11-2024

DAY -1 (11-11-2024)			
S.No	Department	Auditing Faculty	Time
1	Commerce	Mrs. Kiran Jyothi, Vice Principal, Prof.Srinivas, Dr. Prabhakar Reddy Mr. Srinivas Reddy, Mrs. Aparna Rajhans, Mr. Ashok Kumar,	1.00.pm-3.30 pm
2	Mass Communication & Journalism	Principal, Mrs.Mary Vinaya Sheela, Dr.Sangeetha, Ms. Smriti, Mrs.Amthul, Mrs.Swathi	1.00.pm-2.15pm
3	Psychology	Principal, Mrs.Mary Vinaya Sheela, Dr.Sangeetha, Ms. Smriti, Mrs.Swathi, Mr. Glen D Silva	2.20.pm - 3.30pm
DAY -2 (12-11-2024)			
4	Business Management	Mrs. Sreelakshmi, Mrs. Kiran Jyothi, Mr.Glen D Silva , Mr.Ashok Kumar Dr. Prabhakar Reddy , Mrs.Sumitra Pujari	1.00.pm-3.30pm
5	English	Principal, Mrs.Mary Vinaya Sheela, Mrs.Geetanjali, Mr.Srinivas Reddy, Mrs. Laasya Madhukar, Mrs. Swathi	1.00.pm-2.15pm
6	II Languages	Principal, Mrs.Mary Vinaya Sheela, Mrs.Geetanjali, Mr.Srinivas Reddy, Mrs. Laasya Madhukar	2.20.pm-3.30pm



DAY -3 (13-11-2024)			
7	Physics & Electronics	Mrs.Mary Vinaya Sheela, Prof.Srinivas, Vice Principal, Mrs. Laasya Madhukar, Dr.Prabhakar Reddy, Mrs.Sumitra Pujari	1.00.pm-2.15pm
8	Mathematics & Statistics	Mrs.Mary Vinaya Sheela, Prof.Srinivas, Vice Principal, Mrs.Sumitra Pujari, Dr.Prabhakar Reddy, Mrs. Laasya Madhukar,	2.15.pm-3.30pm
9	Computer Science	Principal, Mrs. Sreelakshmi, Ms.Smrithi, Mrs. Geetanjali , Dr.Sangeetha, Mr.Glen D Silva, Mrs.Amthul, Mrs. Aparna Rajhans	1.00.pm-3.00pm




 5/11/24
Rev. Fr. Anthony Sagayaraja
Principal
Principal
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Activities Details

Type of Activity	Audit
Title of the Activity	Academic Internal Audit
Date/s	11, 12 & 13th, November 2024
Time	1.00 Pm onwards
Venue	Respective departments

Synopsis of the Activity (Description)

Report on Internal Academic Audit

Dates: 11th, 12th, and 13th November 2024

Organized by: Internal Quality Assurance Cell (IQAC)

Synopsis of the Activity

The Internal Academic Audit was conducted over three days with participation from the Principal, Dean Academics, Heads of Departments (HoDs), Additional HoDs, and senior faculty members as Auditors. The IQAC facilitated an orientation for the auditors, providing detailed guidelines on the parameters, criteria, benchmarks, and documentation required. Departments were provided with an audit template in soft copy and asked to compile relevant documentary evidence for the specified metrics.

The audit process was systematically organized, with the auditors divided into two teams inspecting departments concurrently as per a predefined schedule. Each department filled out the audit template and presented it to the auditors. The auditors thoroughly reviewed the submitted documents and recorded their observations in the handouts provided by IQAC.

Highlights of the Activity:

- Detailed orientation session for auditors on audit methodology and expectations.
- Distribution of a standardized audit template to ensure uniform reporting.
- Smooth execution of the audit process through well-coordinated teams.
- Comprehensive review of department documentation by auditors.

Key Takeaways:

- HoDs gained deeper insights into audit parameters and metrics from different perspectives.
- Strengthened focus on documentation practices to meet audit benchmarks.
- Enhanced inter-departmental synergy and collaboration during the audit process.

Audit Review Meeting:

Date: 14th November 2024

An audit review meeting was conducted to share the findings and observations with all stakeholders. The auditors presented department-wise feedback, highlighting strengths and areas for improvement. Discussions provided clarity on various metrics and emphasized the importance of adhering to quality standards.

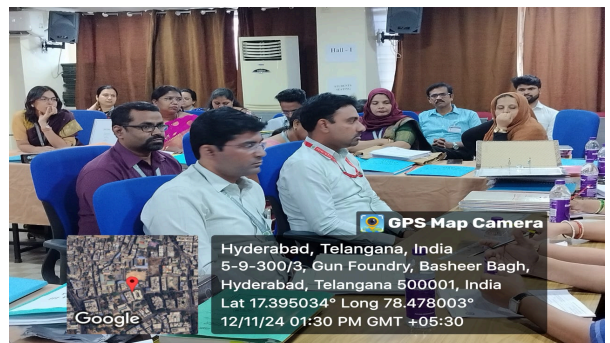
Summary of the Activity:

The Internal Academic Audit was a well-coordinated exercise that enhanced awareness and understanding among departments regarding academic benchmarks and documentation requirements. The synergy exhibited during the audit process reflected a collective commitment to quality enhancement. The observations and feedback provided by auditors will help departments sustain and improve their quality standards, contributing to the overall institutional excellence.

Conclusion:

The audit exercise effectively fostered a culture of quality and accountability across the institution. It not only identified areas of improvement but also recognized the efforts and strengths of each department, setting a robust foundation for continuous development. Additionally, it highlighted specific lapses in each department, prompting the initiation of plans for gap-filling to address these issues and further enhance institutional quality.





Sunitha
Mrs. G. Sunitha 26/11/24
IQAC Coordinator
IQAC Co-Ordinator
St. Joseph's Degree & PG College
King Koti, Hyderabad -29

Anthony Sagayaraja
26/11/24
Rev. Fr. Anthony Sagayaraja
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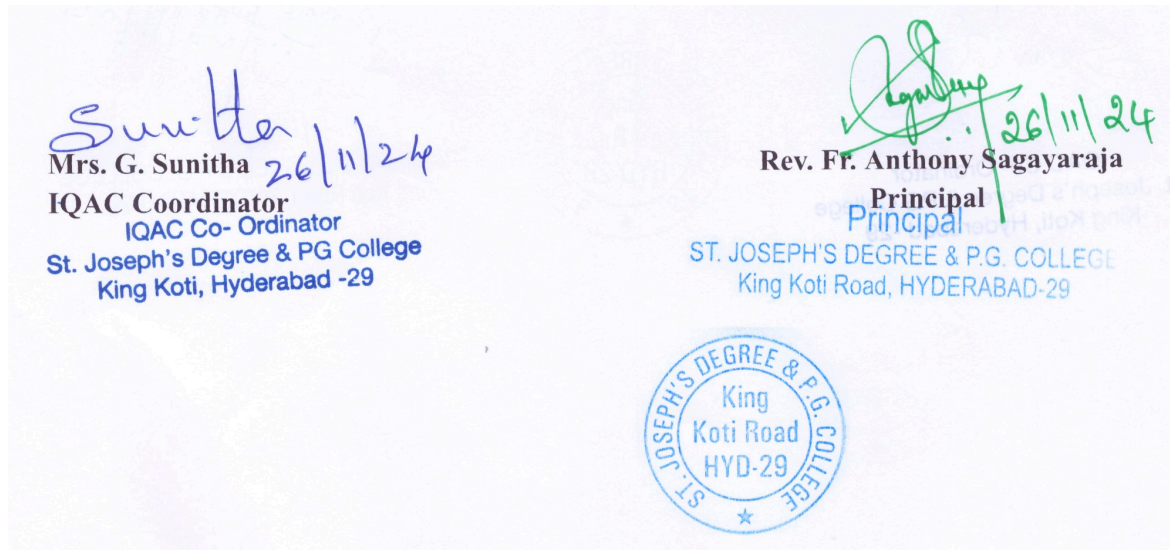
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Department Wise Internal Audit Scores

Department	Cr-I	CR-II	Cr-III	Cr-IV	Cr-V	CR-VI	CR-7	Score	Percentage
Commerce	133.75	108.25	37	32.75	26.75	26.5	28.75	394	79%
Maths & Stats	125.75	111.25	29.25	34.5	30.5	26.25	19.5	377	75%
Computer Science	126.67	106.67	16.67	29	24.92	22.33	25.33	352	70%
Mass Com	121.67	112.33	17.83	15	24.16	28.33	25.83	345	69%
English	116.17	109	22.67	20	15.5	27.67	27.17	338	68%
P&E	93.84	119.2	16	25.6	29.5	24	14	322	64%
Psychology	90.77	108.17	7.5	13	24.25	30	25.08	299	60%
BM	86	83.4	27.6	19	22.4	15.2	21.6	275.2	55%
SL	75	76.25	19	16	15	25	17.75	244	49%
Total	969.62	935	194	205	213	225	205	2946	65%

Institution Over all Score Percentage : 65%





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Internal Academic Audit Auditors Attendance Sheet

S.No.	Head of the Departments	Date		
		11/11/2024	12/11/2024	13/11/2024
1	Rev. Fr. Anthony Sagayaraja Principal			
2	Rev. Fr. Pranith Vice Principal			
3	Dr. Prabhakar Reddy Academic Advisor			
4	Mrs. Mary Vinaya Sheela Dean Academics			
5	Prof. N. Srinivas HoD, Dept. of Business Management			
6	Dr. Smriti Nagaria Addl. HoD. Dept. of Business Management			
7	Mrs. R. Sreelakshmi HoD, Dept. of Commerce			
8	Dr. Sumitra Pujari Dept. of Commerce			
9	Dr. Geetanjali Dept. of Commerce			
10	Mrs. Kiran Jyothi .M HoD, Dept. of Computer Science			
11	Mrs. Swathi Chintavatla Addl. HoD Dept. of Computer Science			
12	Mr. D. Srinivas Reddy HoD, Dept. of Mathematics & Statistics			
13	Mr. Ashok Kumar HoD, Dept. of Physics & Electronics			
14	Mr. Glen D'Silva HoD, Dept. of Mass Comm & Journalism			
15	Mrs. Laasya Madhukar Addl. HoD, Dept. of Mass Comm & Journalism			
16	Mrs. Amthul Fathima HoD, Dept. of Psychology			
17	Dr. Sangeetha .M HoD, Dept. of English			
18	Mrs. Aparna Rajhans HoD, Dept. of II Language			