

BESANT WOMEN'S COLLEGE, MANGALURU -3.
Academic Administrative Audit

Auditor Name :
Department :
Office Superintendent :

The following documents are examined and observation given :

S No	Documents	Staff Incharge	Maintenance		
			Proper	Improper	Not existing
	Cleanliness register with allotment of duties Rooms/Departments/Toilets/Corridors/Campus	Arun			
	Personal Register (Correct discharge of Duties)	Arun			
	Budget files with programme wise documents	Arun			
	Feedback & AAA files	Arun			
	Cash Book (Aided & Unaided)	Arun/CP			
	Cash Book for self financing Programmes	Arun/CP			
	Voucher files - aided/Unaided	Arun/CP			
	Audited Files/Registers	Arun/CP			
	Internal	Arun/CP			
	External	Arun/CP			

	Contingent Register	Chandraprabha			
	Resolutions copy & Pertinent Document	Chandraprabha			

	Work diary/Tutorials/Counselling	Rajkumar			
	Outward Register/Dispatch Register	Rajkumar			
	University based Inward/Outward) Register	Rajkumar			

	A Casual leave Register/EL Register	Vijayalaxmi Rajkumar			
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	Tender Register	Vijayalaxmi			
	Stock Register and Receipt Book	Vijayalaxmi			
	Stock Reg. of all furniture, Equip. & fittings Room wise	Vijayalaxmi			
	Maintenance Reg./Equipment/Water/Furniture etc	Vijayalaxmi			

	Establishment Register (Details of Post sanctioned and staff who were working)	Asha			
	Acquittance Register & Paybill register	Asha/Bharathi			

	Internal Assessment Exam marks Register	Saritha			
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	Time Tables for all the examination	Saritha/Pavithra			
	Notifications file for exa, Remmittance	Saritha/Pavithra			
	List of absentee to exam/Drop out Register	Saritha/Pavithra			
	Absent wise statement Register	Saritha/Pavithra			
	Cases of malparactice Register	Saritha/Pavithra			
	Exam manual /List of Programmes/Syllabi	Saritha/Pavithra			

	Notification file	Pavithra			
	Files regarding Registration of students and issue of Hall Tickets	Pavithra			

Yearwise results of students at UG & PG

Pavithra

UG/PG	year	appeared	Pass %	Grade %		
				Distinct.	First	Second

	Scholarships, Educational concessions Documented in the Register	Saritha/Vasudha			
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	The details of Scholarship and fellowships available and distributed be displayed at the entrance to inform the public	Vasudha			
	List of Scholarships availed annual base	Vasudha			
	PTA Documents /Files/Registers	Vasudha			
	Alumni Documents / Files /Registers	Vasudha			

	Register of valuables (UGC funded)	Namitha			
	UGC funding files/Register/Cash Book	Namitha			
	RUSA funding files	Namitha			

	Research Documents - UGC	Thulasi			
	NSS files/Register	Thulasi			
	Redcross Files/Register	Thulasi			
	Grievances /SVEEP	Thulasi			

	Entry/Exit : time Register	Sucharitha			
	Inward Register	Sucharitha			

	Caution deposit Reg. & Register of disbursement	Lokaraj			
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	Admission Register	Hemalatha			
	TC and Conduct Certificate counterfoils	Hemalatha			

Student Profile Programme wise UG & PG

Hemalatha

UG/PG	Application Received	No.of Students Admitted	Seats available	Male	Female	Total
UG						
BA						
B.Com						
BBA						
B.Sc						
B.Sc.FND						
PG						
M.Com						
M.Sc						

Diversity of students

Hemalatha

Name of the Programme	% of students from the same uni.	% of students from other Universities within state	% of students from uni. outside the State	% of Students from the countries
UG				
BA				
B.Com				
BBA				
B.Sc				
B.Sc.FND				
PG				
M.Sc				
M.Sc				

Recommendation for Improvement

Auditor Signature

Name

Department

IQAC CO-ORDINATOR

NAAC CO-ORDINATOR

PRINCIPAL