

MAHENDRA ARTS & SCIENCE COLLEGE
(AUTONOMOUS)

Affiliated to Periyar University, Salem.
Accredited by NAAC with 'A' Grade / 90th NIRF ranking 2020
Recognised u/s 2(f) and 12(B) of the UGC Act 1956
Kalipatti Po. - 637 501. Tiruchengode TK. Namakkal Dt. Tamilnadu.



Internal Quality Assurance Cell (IQAC)

**External Peer Team Review on
End Semester Examination**



PRINCIPAL

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(Autonomous)

Kalipatti (PO) - 637 501. Namakkal (DT)



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KALIPPATTI - 637 501.

Office of the Controller of Examinations

**Audit Report for End Semester Examinations
and Other Activities of COE Office**

Name and Designation of the External Academic Auditor(s)	Dr. P. Senthil kumar. Assistant Professor in Commerce, Govt. Arts college (A), Karur. Dr. P. Raja Assistant Professor of commerce, GAC (A), Salem - 7.
Date of Auditing	12/07/2019

I - END SEMESTER PRACTICAL EXAMINATIONS

a. Appointment of External Examiners:

Appointed as per norms. Mostly senior
faculties are appointed.

b. Appointment of Internal Examiners:

As per seniority order internal Examiners
are appointed. seniority order file maintained.

c. Examiners' reporting to the examination:

As per proper time, examiners are reported
in the Examination hall.

d. Squad visit during the conduction of Laboratory examinations:

Proper records maintained. Heads are
appointed as squad members.

e. Maintenance of documents related to Practical examinations:

Maintained properly, verified time table,
Examiners appointments and related documents.

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II - END SEMESTER THEORY EXAMINATIONS

a. Appointment of Question Paper Setters:

Appointed senior faculties. Documents verified for all the departments.

b. Appointment order for Scrutiny members:

Senior faculties only appointed. The scrutiny members having more than 10 yrs experience in their field.

c. Report for question paper scrutinization:

File maintained. Corrections are made properly. Sample question papers verified.

d. Conduction of Theory examinations:

Documents verified, conducted properly in a prescribed time table.

e. Allotment of Hall Superintendent :

Records maintained. Internal Hall superintendents are appointed as per norms.

f. Squad visit during conduction of Theory examinations:

Heads appointed as squad members. Malpractice documents maintained.

g. Maintenance of documents related to Theory examinations:

Properly maintained all the documents related theory examinations.

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III - CENTRAL VALUATION

a. Appointment of External and Internal examiners for valuation:

Only External Examiners are appointed for valuation. More than 5 years experience faculties only appointed.

b. Conduction of Pre-evaluation meeting:

Properly conducted for all the boards.
May be maintained separate documents for UG & PG Boards

c. Evaluation process:

As Per NORMS, verified documents for appointment of Examiners, Minutes of Meeting, Examiner attendance and Feedback.

d. Necessary documents related to the Central Valuation:

Maintained. Properly verified all the documents related to the valuation.

IV - COMMENT ON OVERALL EXAMINATION ACTIVITIES

- * Examination Activities are appreciated.
- * All the documents are properly maintained.

V - MAINTENANCE OF DOCUMENTS RELATED COE OFFICE ACTIVITIES

1. All the records are maintained.
2. Evaluation records are properly maintained.

1. U. ga 12/7/19
(Dr. P. Senthil Kumar)

2. [Signature] 12/7/19
(Dr. P. RAJA)

Name and Signature
of the Academic Auditor(s)

[Signature] 12/7/19
Controller of Examinations

[Signature] 12/7/19
Principal

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