



DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL
Accredited with 'B' Grade by NAAC (1st Cycle)
(Affiliated to Manonmaniam Sundaranar University, Abishekappatti, Tirunelveli)

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Don Bosco College of Arts and Science

A Christian Minority, Self-financing College, Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Keela Eral, Ettayapuram TK, Thoothukudi DT, Tamilnadu - 628 908
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To

The Administrator,
Don Bosco College of Arts and Science,
KeelaEral,
Thoothukudi District – 628 908.

INTERNAL AUDIT REPORT

Period covered for Audit from 01/04/2023 to 01/04/2024

The Internal Audit was planned and conducted to obtain reasonable assurance that the accounting processes, systems, and controls operate efficiently, effectively and to ensure that the information is free from material misstatements. The objectives of the Internal Audit were as follows:

- To verify the accuracy of accounting procedures and their reporting.
- To ensure compliance with the institution's policies and implemented controls.
- To verify adherence to applicable statutory provisions.

The audit covered a review of the accounting systems for expenses, incomes, and related processes to identify weaknesses in internal controls, risk management, and governance. It also highlighted any exceptions and instances of non-compliance, providing recommendations for improvements in the design and operation of controls based on the findings of the internal audit.

The following observations were made during the course of the audit:

1. Receipts, payment vouchers, and bills for the audit period were verified.
2. Internal controls regarding system access are in place, comply with the policy, and appear satisfactory.
3. All statutory payments were made within due dates and in accordance with prescribed norms.
4. Cash balances were verified against the cash book and found accurate.
5. Bank reconciliations were performed and matched with the book of accounts.

Place : KEELA ERAL
Date: 03.08.2023.




ADMINISTRATOR
DON BOSCO COLLEGE OF ARTS AND SCIENCE


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

THE TRICHY DON BOSCO SOCIETY
65, Muppur Road, Kallukozhy
Trichirappalli - 620 020, Tamil Nadu

Don Bosco College of Arts & Science, Keela Eral
College Fees account

Receipts & Payments account for the year ended 31.03.2024

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
A. Revenue Receipts		A. Revenue Payments	
College fees 80,51,263.00		Staff salary 54,53,334.00	
Less Refunded 16,540.00	80,34,723.00	EPF Management contribution 3,76,499.00	
Admission & Application fee 1,200.00		Electricity & Water 2,10,195.00	
Unifrom, Diary & Stationery fees 2,38,500.00		Postage, Telephone & Communication 1,17,687.00	
University entry and Extension Activity fees 35,000.00		Stationery & Printing 1,08,226.00	
Donation 5,000.00		Computer maintenance 89,053.00	
Bank interest on SB Account 12,715.00		Travel & Conveyance 2,453.00	
Bank interest on FD Account 1,50,450.00		Sanitary expenses 46,264.00	
		Salary & Wages 1,69,108.00	
		Staff welfare 31,075.00	
		Repairs & Maintenance 1,01,068.00	
		Vehicle fuel & Maintenance 2,72,458.00	
		University entry & extension activity 34,240.00	
		Inspection & Affiliation fee paid to University 2,72,050.00	
		Sports & Games 71,171.00	
		Advertisement 20,650.00	
		Medical expenses 4,281.00	
		Library expenses 350.00	
		Functions & Celebrations 1,58,051.00	
		Certificate course expenses 3,900.00	
		Training & seminar 32,395.00	
		EPF Admin and penalty 30,212.00	
		Bank charges 389.41	
		Professional fees 1,000.00	
		College bus rental charges 5,50,000.00	
		Eco club activity 5,942.00	
		AICTE Visit expenses 46,000.00	
		IQAC-NAAC expenses 10,95,673.00	
		Fire safety certificate expenses 6,500.00	
		Contribution to keela Eral Don Bosco society 50,000.00	
Total Receipts "A"	84,77,588.00	Total Payments "A"	93,57,424.41
Inter Account Transfer			
Transferred from Misc fees A/c 5,00,000.00	5,00,000.00		
Total Receipts "B"	5,00,000.00		
Assets & Liabilities		Assets & Liabilities	
EPF Recovered 3,18,310.00		Furniture - Notice board 55,500.00	
TDS Recovered 5,000.00		Equipments - CCTV, Smart TV 57,182.00	
		EPF Remitted 3,18,310.00	
		TDS Remitted 5,000.00	
		TDS on FD Interest recoverable 10,502.00	
		Total Payments "B"	4,46,494.00
Total Receipts "B"	3,23,310.00	Total Payments ("A"+"B")	98,03,918.41
Total Receipts ("A"+"B")	93,00,898.00		
Opening Balance:		Closing Balance	
Cash 924.00		Cash 1,143.00	
Bank 7,72,321.22		Bank 4,38,170.81	
Fixed Deposit 28,55,810.00		Fixed Deposit 26,56,716.00	
GRAND TOTAL	1,29,29,953.22	GRAND TOTAL	1,29,29,953.22

FOR TRICHY DON BOSCO SOCIETY

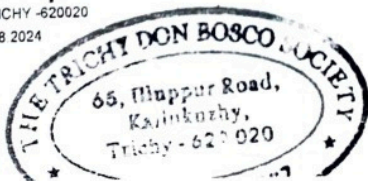
AS PER OUR REPORT OF EVEN DATE
FOR M THOMAS & CO
CHARTERED ACCOUNTANTS
FRN 06444085

(J P J KAMALESH)
PARTNER
M NO 201093

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Ashly
SECRETARY
PLACE TRICHY -620020
DATE 27.08.2024

Amal
MEMBER



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M. A. J.
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THE TRICHY DON BOSCO SOCIETY
65, Illuppur Road, Kallukuzhy
Tiruchirapalli - 620 020, Tamil Nadu

Don Bosco College of Arts & Science, Keela Eral

Miscellaneous fees account

Receipts & Payments account for the year ended 31.03.2024

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
A. Revenue Receipts		A. Revenue Payments	
Donations received	11,600.00	Stationery & Printing	51,711.00
Transportation fees	3,825.00	Uniform, Diary & Stationery	60,000.00
Certificate fees	85,950.00	General Repairs & Maintenance	53,731.00
Other fees	32,700.00	Electricity & Water	11,681.00
Lab fine & Library fine	22,470.00	House tax	28,135.00
Internal and External exam income	68,520.00	Travel & Conveyance	4,299.00
Course Affiliation fee refund	72,000.00	Postage & Communication	3,262.00
Uniform, Diary & stationery fees	1,71,120.00	Computer maintenance	12,990.00
Rent on building	35,140.00	Household expenses	33,570.00
Study centre income from M S University	46,000.00	Staff salary	4,18,642.00
Hospitality income	37,900.00	Salary wages	96,662.00
Training & Seminar income	19,360.00	Staff welfare	184.00
Recoveries	28,911.00	Ment Scholarship given	73,400.00
Interest on SB Account	3,746.00	Training & Seminar	14,042.00
Interest on FD	304.00	IQAC-NAAC Expenses	6,88,084.00
Contribution from The Coimbatore Don Bosco Society	12,00,000.00	Functions & Celebrations	46,547.00
Contribution from The Thanjavur Don Bosco society	5,00,000.00	Sports & Games	6,523.00
		Library expenses	4,680.00
		Examination expenses	2,475.00
		Advertisement	2,185.00
		Certificate course expenses	3,534.00
		Vehicle maintenance (college bus)	59,584.00
		Bus rent	1,75,000.00
		Fees refund	5,000.00
		Chanty	1,000.00
		Eco club activity	7,400.00
TOTAL RECEIPTS "A"	23,39,546.00	TOTAL PAYMENTS "A"	18,64,321.00
		Inter Account Transfer	
		Transferred to College fees A/c	5,00,000.00
		TOTAL "B"	5,00,000.00
Assets / Liabilities		Assets / Liabilities	
TDS Deducted	3,150.00	TDS remitted	3,150.00
TOTAL RECEIPTS "B"	3,150.00	TOTAL PAYMENTS "C"	3,150.00
TOTAL RECEIPTS ("A"+"B")	23,42,696.00	TOTAL PAYMENTS ("A"+"B")	23,67,471.00
Opening Balance:		Closing Balance:	
Cash	186.65	Cash	2,954.85
Bank	36,458.17	Bank	8,915.17
GRAND TOTAL	23,79,340.82	GRAND TOTAL	23,79,340.82

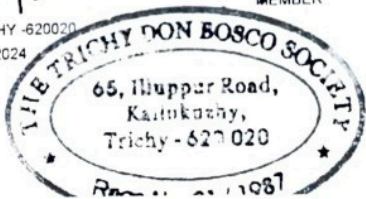
FOR TRICHY DON BOSCO SOCIETY

AS PER OUR REPORT OF EVEN DATE
FOR M THOMAS & CO.
CHARTERED ACCOUNTANTS
FRN 0044408S

(J P J KAMALESH)
PARTNER
M NO 201093

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INTERNAL QUALITY ASSURANCE REPORT

REPORT ON INTERNAL ACADEMIC AUDIT 2023-2024

Date: 14th February 2024

Organized by: Internal Quality Assurance Cell (IQAC)

1. Introduction

The Internal Quality Assurance Cell (IQAC) of the institution organized an **Internal Academic Audit** on 24th March 2024. The purpose of this audit was to assess the progress and effectiveness of academic activities across various criteria. The audit focused on the evaluation of the following criteria:

- **Criterion 1 and Criterion 2**
- **Criterion 3 and Criterion 4**
- **Criterion 5 and Criterion 6**
- **Criterion 7 and Office**

The audit was carried out in a structured manner with the participation of experts in each criterion. The Internal Academic Audit aimed at improving the quality of education and the academic processes within the institution.

2. Audit Experts

The Internal Academic Audit experts for each criterion were as follows:

- **Prof. V. Parvatha**
Examination Coordinator and Assistant Professor of BCA
- **Rev. Fr.A.Peter Arokiaraj**
Academic Coordinator
- **Dr. M. Prabhu**
Head and Assistant Professor of Commerce

3. Audit Schedule

The audit was conducted on 14th February 2024, divided into multiple sessions based on different criteria:

- **Session 1:**
Criterion 1 and Criterion 2



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Experts: Prof. V. Parvatha and Dr. M. Prabhu

Session 2:

Criterion 3 and Criterion 4

Experts: Prof. V. Parvatha and Dr. M. Prabhu

Session 3:

Criterion 5 and Criterion 6

Experts: Rev. Fr. A. Peter Arokiaraj and Dr. M. Prabhu

- **Session 4:**

Criterion 7 and Office

Experts: Rev. Fr. A. Peter Arokiaraj and Dr. M. Prabhu

4. Audit Process

The audit process involved a detailed review of the academic activities related to each criterion. The experts assessed the progress, effectiveness, and areas for improvement. The audit was comprehensive, with each criterion being evaluated in a systematic manner.

5. Suggestions and Recommendations

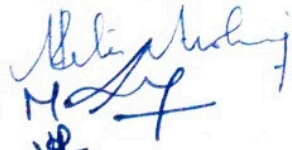
Following the audit, the **IQAC Coordinator**, Dr. M. Sivasankari, provided valuable suggestions to improve the quality of work for each criterion. These suggestions were aimed at completing the necessary tasks and strengthening the academic processes.

6. Vote of Thanks


The session concluded with a **Vote of Thanks** delivered by Dr. M. Sivasankari, IQAC Coordinator, who expressed gratitude to the experts, faculty members, and all those who contributed to the success of the Internal Academic Audit.

7. Conclusion

The Internal Academic Audit was a significant step toward enhancing the quality of education and academic administration within the institution. The insights and feedback from the audit will play a crucial role in further improving academic standards and ensuring compliance with institutional goals.


Experts


IQAC Coordinator


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(Dr. M. SIVASANKARI)



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Internal Quality Assurance Cell (IQAC)
Don Bosco College of Arts and Science
Keela Eral, Thoothukudi District.



DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

Internal Quality Assurance Cell (IQAC)

Report on External Academic Audit Conducted by External Peer Team Members

Date of Audit: 3rd October 2023

Organized by: Internal Quality Assurance Cell (IQAC)

Institution: Don Bosco College of Arts and Science

External Peer Team Members:

- **Dr. S. Bharathi Bernadsha** – Academic Expert
- **Mr. S. Vadamalai** – IQAC Coordinator, Don Bosco College, Dharmapuri

Introduction

On 3rd October 2023, the Internal Quality Assurance Cell (IQAC) of [Institution Name] hosted an external academic audit, which was carried out by two distinguished members from Don Bosco College, Dharmapuri—**Dr. S. Bharathi Bernadsha** and **Mr. S. Vadamalai**, IQAC Coordinator. The purpose of this audit was to assess and review the institution's academic processes, teaching-learning practices, curriculum delivery, and overall educational standards. The external audit provided an opportunity for an objective evaluation of the institution's strengths and areas for improvement, with a focus on academic excellence and quality assurance.

External Peer Team Members

The External Peer Audit was conducted by the following team members:

1. **Dr. S. Bharathi Bernadsha** – Academic Expert with extensive experience in curriculum development, academic auditing, and quality assurance in higher education.
2. **Mr. S. Vadamalai** – IQAC Coordinator, Don Bosco College, Dharmapuri, with expertise in the implementation of quality standards in higher educational institutions.

Their knowledge and expertise in the field of academic quality assurance were instrumental in providing valuable feedback on the institution's academic practices.

Audit Process

The external academic audit process involved a structured and detailed review of various aspects of the institution's academic operations. The audit was conducted in the following stages:




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1. **Opening Session and Introduction:**

- The audit team was welcomed by the IQAC members, senior leadership, and faculty. The objectives of the audit were outlined, and the scope of the assessment was clarified.
- A brief presentation on the institution's vision, mission, academic programs, and quality assurance practices was provided to the audit team.

2. **Review of Academic Documentation:**

- The audit team thoroughly reviewed key academic documents, including:
 - Curriculum and syllabi for various programs.
 - Academic calendar, teaching plans, and assessment strategies.
 - Student performance data, including results, pass rates, and academic achievements.
 - Faculty qualification records and teaching methodologies.
 - Reports of previous internal and external assessments (NAAC, NBA, etc.).
 - Institutional development plans and reports related to quality assurance initiatives.

3. **Classroom Observations:**

- The audit team conducted on-site visits to various departments and classrooms to observe the teaching-learning process.
- Interaction with faculty members during the classes was encouraged to assess the pedagogical approaches and teaching effectiveness.

4. **Interaction with Stakeholders:**

- The audit team engaged with various stakeholders, including faculty, administrative staff, students, and alumni, to understand their experiences and perspectives on the institution's academic environment.
- A focused discussion was held with students to gather feedback on the quality of teaching, assessment methods, and overall academic support.
- Faculty meetings were held to discuss teaching methodologies, research initiatives, and curriculum delivery.

5. **Infrastructure and Resources Assessment:**

- The team also evaluated the institutional infrastructure, including classrooms, libraries, laboratories, and other academic facilities that support the teaching-learning process.
- The availability and use of technology in classrooms, digital resources, and e-learning platforms were assessed.




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Key Findings and Observations

The audit team found several strengths in the institution's academic processes, along with some areas that could benefit from further development. Here are the key observations:

Strengths:

1. Curriculum Design and Delivery:

- The curriculum was observed to be comprehensive, well-structured, and aligned with industry standards. The syllabi were up-to-date, and course materials were found to be relevant to current academic and industry needs.
- The use of technology in teaching, including digital learning platforms, was found to be effective in enhancing the learning experience for students.

2. Teaching-Learning Process:

- The institution demonstrated a commitment to employing diverse teaching methods, including lectures, group discussions, practical sessions, and online resources.
- Faculty members were found to be highly qualified and experienced, with a strong focus on student engagement and personalized mentoring.
- Regular assessments, quizzes, and assignments were conducted to ensure continuous learning and student involvement.

3. Research and Innovation:

- The institution has made significant strides in promoting research and innovation. Faculty members were actively involved in research projects, and students were encouraged to participate in research activities.
- There was evidence of growing research output in terms of publications, presentations, and projects, with faculty contributing to national and international conferences.

4. Student Support Services:

- The institution provides a strong system of academic and personal support services for students. This includes mentoring programs, career counseling, and extracurricular activities that contribute to holistic student development.
- The feedback mechanisms in place for students were found to be efficient, ensuring that students' concerns are addressed promptly.

5. Institutional Governance:

- The leadership and governance structures were well-defined and effective. The role of the IQAC in maintaining quality assurance and continuous improvement was highlighted as a significant strength.
- The institution's commitment to quality and its alignment with accreditation standards (NAAC) was commendable.




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Areas for Improvement:

1. Enhancing Industry Linkages:

- While the institution has made some progress in establishing industry partnerships, the audit team recommended that more focused efforts be made to create avenues for student internships, placements, and collaborative projects with industry partners.
- Expanding the network of industry experts and professionals for guest lectures, workshops, and training sessions could further enhance student exposure to practical knowledge.

2. Faculty Development:

- Although faculty members were found to be qualified, the audit team suggested that regular professional development programs be organized to keep faculty updated with the latest trends in pedagogy, research methodologies, and technology integration.
- The team also recommended promoting faculty participation in international conferences and workshops to foster global perspectives in teaching and research.

3. Feedback Systems:

- While the institution has a feedback mechanism in place, the audit team advised enhancing the frequency and depth of feedback collection from students and faculty. This could lead to more timely and actionable improvements in academic processes.
- More structured feedback on the curriculum and teaching methods could be gathered and analyzed systematically for improvements.

4. Global Exposure:

- The audit team suggested increasing opportunities for international collaborations, exchange programs, and joint research initiatives to provide students and faculty with global exposure.
- Establishing international linkages would also contribute to the institution's visibility and reputation in the global academic community.


5. Use of Technology and Digital Resources:

- While the institution has made strides in using technology, the audit team recommended further integration of digital tools and e-learning resources, especially in the delivery of interactive and hybrid courses.
- Developing an online repository of course materials, recorded lectures, and research publications could be beneficial for students and faculty.

Recommendations

Based on the observations and findings, the audit team made the following recommendations for further enhancement of academic quality:




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1. **Curriculum Updates:** Ensure that the curriculum is periodically reviewed and updated in consultation with industry experts to stay aligned with emerging trends and demands.
2. **Strengthening Industry-Academic Partnerships:** Focus on building stronger relationships with industry partners for internships, placements, and collaborative research opportunities.
3. **Faculty Development Programs:** Implement more structured and regular faculty development programs to enhance teaching methodologies and research capabilities.
4. **International Collaborations:** Develop strategies to expand international partnerships, exchange programs, and collaborative research opportunities for students and faculty.
5. **Improvement of Feedback Mechanisms:** Enhance the feedback systems to ensure timely and actionable improvements in teaching and curriculum delivery.
6. **Technology Integration:** Continue to expand the use of digital platforms, tools, and e-learning resources to enhance the academic experience for students.

Conclusion

The external academic audit conducted by Dr. S. Bharathi Bernadsha and Mr. S. Vadamalai on 3rd October 2023 has provided valuable insights into the strengths and areas for improvement in the institution's academic processes. The audit affirmed the institution's commitment to providing quality education and fostering a culture of continuous improvement.

The recommendations provided by the external peer team will be taken into consideration by the IQAC and the institution's leadership to further enhance academic standards and ensure that the institution continues to provide high-quality education to its students.

M. Q. S.
INCHARGE
Internal Quality Assurance Cell (IQAC)
Don Bosco College of Arts and Science
Keela Eral, Thoothukudi District.



M. A. J.
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Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge and conviction.




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