Ref No: NSCET/Comm.Cir./2024-25/050   Date: 06.06.2025

Common Circular

Tomorrow 07.06.2025 (Saturday) has been declared as Holiday on account of **Bakrid.**

06/06/25

PRINCIPAL

Copy to:
- File.
- All HODs.
- All Classrooms.
- Notice Board.

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NAAC with "A" Grade
An ISO 9001 : 2015 Certified Institution
Vadapudupatti, Annanji (po), Theni - 625 531

Ref No: NSCET/Staff Cir./2024-25/042   **Date: 10.06.2025**

Staff circular

Course File Audit and Review of Academic Records for the Academic Year 2024–2025 (Even)

The Internal Quality Assurance Cell (IQAC) is initiating a comprehensive **Course File Audit** and **Academic Records Review** for the academic year **2024–2025**, in line with quality assurance norms and NAAC guidelines. In this regards the following faculties are nominated as Auditor for Course File Audit and Review of Academic Records.

S.No	Name of the Auditor	Auditee Department	Signature
1	Mr. R. Shanmugapriyan, AP/CIVIL	EEE	
2	Mr. R. Udhayakumar, AP/CSE	IT	
3	Mr. S. Prathap, AP/ECE	AI & DS	
4	Mr. C. Shiva, AP/EEE	ECE	
5	Mr. R. Santhaseelan, AP/MECH Mr. M. Idhayachandran, AP/ECE Ms. S. Gayathri, AP/CIVIL	S&H	
6	Ms. R. Archana, AP/AI&DS	MECH	
7	Ms. S. Mahalakshmi, AP/IT	CIVIL	
8	Dr. C. Chitra, Prof/S&H	CSE	

All teaching staff is hereby instructed to prepare and maintain the following academic documents up-to-date and ready for verification:

- Course File (Academic Year 24-25 Even)
- Student Profile (Till 24-25 including 2024 passed out)
- Common Class Log Book
- Attendance Register (Manual/Digital, Department-wise)
- Lab Records (Sample Record, Manual Internal Mark Sheets)
- Staff Logbook (Daily Entry of Academic and Departmental Work)
- Alteration Register (Record of Faculty Swaps/Changes)
- Department/Individual Timetables (With updates if revised)

Hari 10|06|25

PRINCIPAL

Note:

- The last date for Course File Audit and Review of Academic Records is 14.06.2025 (for the faculties those who belongs to vacation leave slot I, III and IV) and 19.06.2025 (for the faculties those who belongs to vacation leave slot II).
- All files must be submitted to the auditor through respective HoD's before the date mentioned above.
- Faculty members in vacation need to complete all the details before availing it and faculty already in vacation kindly submit within deadline.
- Non-compliance or incomplete documentation will be noted and reported accordingly.