



ACADEMIC AUDIT OCT 2021

Report

Date of Event: 27-10-2021

Duration: One Day

Number of Beneficiaries :

Students: 7347

Faculty: 330

The Internal Quality Assurance Cell (IQAC) of the college organised an Academic Audit on 27th October 2021. The Principal in charge, Dr D.B Usharani, Associate Professor and Head, Department of Economics, welcomed and briefed the experts setting the tone of the academic exercise. The academic audit was organised for the period 2017-2021.

96 external auditors, forming a three-member team of a Chairperson and two subject experts visited 32 departments. A questionnaire, prepared by the IQAC and the COE, covering all aspects of academics— Curriculum Design and Development, Teaching and Evaluation, and Student Performance and Support— was used to assess each department.

The team of experts verified documents, assessed performance, interacted with faculty and students, inspected the infrastructure and presented a consolidated report for each department. Based on their observations, the external auditors have offered suggestions and recommendations for the enhancement of the activities of respective departments. Three auditors representing science, humanities and business studies audited the library.



Organisers:

Principal in charge: Dr D.B Usharani, Associate Professor and Head, Department of Economics

Vice Principal (Self Supporting): Dr T. Ushapriya, Associate Professor and Head, Department of BBM

Coordinator, IQAC: Dr M. Latha Kumari, Assistant Professor of English

IQAC Members

Dr.N.Lavanya

Dr G.Gohulavani

Ms C.Jayashree

Dr.V.Malathi

Dr.M.Menaka

Ms Veena Murali

Ms T.S.R.Vijay Janai

SUGGESTIONS AND RECOMMENDATIONS

The following are the suggestions and recommendations given by the chairpersons representing the Humanities, Sciences and Business Studies.

General

- Institution to work towards Centre for Excellence
- Staff-Student ratio (1:15)- staff strength to be increased to enhance engagement and research
- Men smoking in their washrooms near the NCC room to be avoided
- BoS to be organised whenever necessary rather than once in three years.

Curriculum, Teaching and Learning

1. Teaching Plans in a uniform template
2. A remedial coaching / Bridge course is recommended for slow learners
3. Introduce Certificate course in digital marketing, GST return filing, Tax filing and Financial literacy to be introduced



4. SWAYAM courses can be integrated with the syllabus
5. Knowledge mapping for curriculum development - CO, PSO, PO is to be more specific.
6. Business Ethics, IPR, Patent & CSR can be taught as an additional or separate course in the syllabus
7. PG Departments to be upgraded as research department and take up consultancy services: BBM
8. Geography as a Major Subject of study- New Programme
9. Tamil as a UG programme
10. Syllabus to be updated with latest courses
11. Compile E content
12. E-content development , E-content developed by faculty may be uploaded to the college website for the benefit of students

Co-curricular

1. Increase the number of MoU and make them functional
2. Compulsory/Regular field visits with formal reports for all programmes
3. Increase Industry Partnership
4. Every year minimum 1 Conference, 2 FDPs, 2 Seminars, 2 Guest Lectures to be conducted by each department
5. Strengthen Alumni connections to enrich Curriculum and co-curricular activities
6. Entrepreneurial activities: N&D, History and TTM,
7. Crash courses for competitive exams may be implemented

N&D

Resume Baking Unit with one dedicated person for heavy-duty work

Zoology

Recommendation to establish vermicomposting and production of vermitea.

Faculty

1. All Faculty should be Qualified at the earliest
2. Establish policy for Consultancy and formalise the procedures
3. Increase Research Publications and Projects
4. Faculty to apply for PhD guideship



5. Faculty to create E-content

Library

6. Digital Library to be put to optimum use
7. Increase Library funds
8. Econtent Library
9. E- resources available in the library to be listed.

Infrastructure

1. Effective, inclusive, LMS to be implemented at the earliest
2. Classroom for Language Hours
3. Language Labs and Language Environments for Foundation classes
4. Better and bigger Faculty Rooms- Geography, French, Sanskrit, Hindi
5. Geography Lab- Simulation, state of the art room etc.
6. Increase the number of Laboratories
7. Research Rooms for PhD Scholars
8. Comfortable furniture needs to be provided to the students in the classrooms
9. The research room facility for research activities, and cubicle set up for the staff will be of immense use.
10. N&D II UG students' classrooms need to be allocated, currently using the laboratory as a classroom.
11. ICT facilities are needed for all classrooms.
12. BCA separates LAB with ICT enabled facility

Documentation And Feedback

1. All data to be stored in soft form/ digitised.
2. Visitor's Notebook should be maintained in the department
3. Course evaluation from students can be gathered at the end of each semester, semester-wise

Student development, Placement and Progression

- Psychological profiling for each student is required
- College can give communication skills to improve spoken English



- Input & information to be shared with the students for competitive exam coaching (other than UPSC)
- An Alumni directory should be created to provide occupational information

Departments

ENGLISH

- More MOUs can be signed with publishing houses for hands-on experience for students
- Consultancy and Industry – Institute partnership can be encouraged
- Increase subscription to renowned national and International journals- print and electronic
- Digital Library access to be given to both PG and Research scholars
- More e-content to be produced to create a shared pool of resources
- Encourage students to explore avenues for ‘earn while you learn’
- Organize periodicals are based on group discussions amongst teachers for knowledge sharing
- Integrate Scrambler publication as a project or as part of the curriculum

TAMIL

- மூன்றாண்டு நிறைவு பெறும்வரை காத்திராமல், தேவை ஏற்படின் பாடத்திட்டக் குழுவைக் கூட்டி வேண்டிய மாற்றங்களைச் செய்துகொள்ளலாம் எனப் பரிந்துரைக்கப்பட்டது.
- பொதுத்தமிழ் பாடத்திட்டத்தில் இதழியல், மகளிரியல், சுற்றுலாவியல் போன்றவற்றை அறிமுகப்படுத்துமாறு பரிந்துரை செய்யப்பட்டது.
- அடிப்படை, சிறப்புத் தமிழ் தாள்கள் முதல் மற்றும் இரண்டாம் பருவங்களில் இடம்பெறவேண்டும் என்று கல்லூரித் தேர்வாணையருக்கு (COE) வலியுறுத்துமாறு பரிந்துரைக்கப்பட்டது. அத்துடன், நூறு மதிப்பெண்களுக்கு (75+25) மூன்று மணி நேரத் தேர்வாக நடத்தப் பரிந்துரைக்கப்பட்டது.



- இளங்கலைத் தமிழ் இலக்கியப் பட்டப்படிப்பைக் கொண்டுவருவது முதுகலை மாணவர் சேர்க்கையை மேலும் வலுப்படுத்தும் என்ற ஆலோசனை வழங்கப்பட்டது.
- ஆசிரியர்களின் சுய மதிப்பீட்டுப் பதிவுகளும் ஆய்வுசார் மேம்பாட்டுப் பணிகளும் காலவாரியாகத் தொகுக்கப்பட்டு ஆவணப்படுத்தப்படவேண்டும்.
- ஆய்வியல் நிறைஞர், முனைவர் பட்ட ஆய்வு மாணவர்கள் தொடர்பான தகவல்களை உள்ளடக்கிய கோப்பினை ஆண்டுவாரியாக ஆவணப்படுத்தப் பரிந்துரைக்கப்பட்டது.
- கல்லூரி மற்றும் துறை நூலகத்தில் போதுமான நூல்கள் இருப்பதுடன் பாடத்திட்டம் தொடர்பான நூல்கள் மாணவர்களுக்குப் பயன்படும் வகையில் இடம்பெற்றிருப்பது பாராட்டத்தக்கது.
- பேராசிரியர்களுக்கு நிர்ணயிக்கப்பட்ட பாடவேளை 16 மணிநேரம் பேராசிரியர்களுக்குக் கூடுதலான பாடவேளை இருப்பதனால் இரண்டு பேராசிரியர்களை நியமிக்கும்படி பரிந்துரைக்கப்படுகின்றது.

HINDI

- More funds can be allotted for the purchase of Library books (Hindi)
- A spacious staff room can be provided
- Separate classrooms for handling Hindi classes can be provided

FRENCH

- The faculty can offer consultancy services in Translation and Interpretation
- Language lab to be revamped and maintained
- Research projects may be taken up by the faculty
- The department may bring out a research journal in collaboration with the French departments of other colleges
- One Smart Board to be provided for every department. A laptop to be provided for each faculty
- Spacious classrooms may be provided for the P.G soft skills French classes
- The library could have a French section for easy access for the U.G and P.G students



SANSKRIT

- There is a need to improve the infrastructure facilities of the department. A separate room for teaching students should be provided
- The teacher can involve more in research publications

GEOGRAPHY

- Geography can be made a separate major department for the betterment of students.
- Maps, Aerial Photos, Satellite Imageries can be added to the department also with tourism plates
- Department needs a smart room to teach various features of Geography for students to have a better understanding
- More elective / Allied courses can be offered
- Field visits can be added to the syllabus
- Sufficient infrastructure and facilities like classrooms, Labs, computers can be provided

ECONOMICS

- Subjects like Digital Marketing and other innovative subjects should be included
- A teaching plan can be prepared in a proper format
- A Centre of Excellence can be established in Department to inculcate research culture among the faculties and students
- Faculty members' participation in conferences, workshops and Symposium may be enhanced
- Need to take efforts to increase research grants and consultancy services
- Faculty members can focus on obtaining Fellowship / Research Grant from International/ National Institutions for Minor/ Major Projects.
- Faculty members can focus on obtaining Guideship for guiding PhD Research Scholars.
- Department can sign MOUs with rural-based colleges (through online Mode) for promoting rural students



- Department can conduct a Seminar/ Workshop / Symposium related to IPR for faculty members to know the ideas about Patent Rights.

HISTORY & TTM

- A Structured feedback could be obtained from all stakeholders
- Choice of papers could be offered in Elective / Allied papers
- E-content could be compiled with paper wise and made accessible to students
- Faculty could obtain PhD guideship and apply for research projects.

CHEMISTRY

- a Smart classroom exclusively for the department of chemistry is recommended
- The unit on stereoisomerism in the UG curriculum may be shifted from the 5th semester to the 2nd semester during the next revision of the syllabus in BOS
- Newly recruited faculty members are encouraged to apply for PhD research guideship

PLANT BIOLOGY AND PLANT BIOTECHNOLOGY

- The internship could be included in the UG programme
- More choices could be offered in UG subject electives
- E-content could be prepared by all the staff & uploaded to the college website
- More staff could become research supervisors
- A separate lab for I UG, II UG III UG & I PG, II PG could be established

PHYSICS

- It is noticed that in sec-c of the question paper, the questions are not uniformly distributed. Hence it is recommended to have a uniform distribution of questions from all the units in sec-c
- IT is suggested that the amount allotted for the purchase of department library books can be increased.
- The committee recommends the departments have separate rooms for PhD scholars to have regular interaction with their research guides
- The committee also recommends the department have MOU with companies for the student to have exposure to the outside world, for their internship programme.



MATHEMATICS

- To Maintain hard copy and soft copy for all the documents
- Wi-Fi connectivity to be strengthened
- Every faculty should be provided with a Laptop
- For the Assignment component in the CA pattern, Students can be asked to prepare an e-content
- All documents should be maintained in the soft copy also
- The curriculum of the Value Added courses should also include practical sessions.
- Every year minimum 1 conferences, 2 FDPs , 2 Seminars, 2 Guest Lectures may be conducted
- Visitor's Notebook should be maintained in the department
- Video recordings of the classes conducted by the faculty assistant could also be sought from "The Indian Academy of Sciences"
- MOUs could be made with institutes like IIT Kanpur, for the students to pursue Internship
- Alumnae database could be maintained in the department
- Consistent interaction with Alumnae will enable us to improvise the syllabus as per the current Industrial needs.
- Model Exam may be conducted and included in the CA component
- Students expect extra hours for Soft skill papers.
- Two years of soft skill papers can be made as a one-year soft skill and one-year computer Oriented skill papers
- Machine Learning paper could be offered to enrich the student's employability opportunities
- The academic year plan for the Department can be framed
- Credit Limits of the Curriculum to be verified with the University of Madras
- Industrial visit to be included in the EVS syllabus
- Department can publish a Newsletter periodically
- Structured feedback from students and parents on Curriculum, Teacher evaluation and Admission could be done by the College regularly



PG

- For the paper calculus of variations, differential equations and calculus of variations by L. Elsgolts could be suggested as a recommended textbook
- Five elective subjects could be offered by the students
- Project in the fourth semester can be given 4 credits
- One Physical hour of all PG papers must be considered as 1 ½ hours

NUTRITION, FSM AND DIETETICS

- The Bakery Unit needs to be run & managed by the management by a paid male baker. Proper power supply to help the functioning of the Bakery unit. Two helpers (male & Female) to assist the Baker. A continuous supply of baked products with nutritious recipes with the help of experts from the Nutritious Department will help to enhance the health of college students & staff. Fund generated can be utilized for department outreach programmes
- For II UG students classrooms need to be allocated
- A separate room needs to be allotted for community outreach programmes
- Department need to establish separate entrepreneurial opportunities for the department students
- Old students / successful entrepreneurs can be invited to sensitize & motivate about entrepreneurship & self-employment. This will help in student progression
- Technical support for online teaching content & LMS the preparation of online teaching materials. Self-supporting staff can be provided with Laptops
- Research room facility for research activities
- Improvisation and provision of infrastructure facilities will help to meet the increasing demands of the student community can introduce new courses with the vocational stream to enhance the employability opportunity

ZOOLOGY

- Weightage to be given for the model exam (Theory paper) and attendance percentage for continuous Assessment.
- Number of library books in the department to be increased in the concerned subjects
- The departments should subscribe to journals for the benefit of students



- Recognition for M.Phil and PhD guideship to be applied by all faculties for enhancing research
- Based on the staff-student ratio (1:15) staff strength to be increased
- Emphasis is to be given to increasing both National and International publications in peer-reviewed journals
- Result analysis was found to be good
- Self-study paper for PG students included in the curriculum is highly appreciable for benefit of students
- All faculty members are recommended to register themselves in google scholar or Register in Research Gate to enable them to increase their citations, H- index and I – index.
- Documentation of the number of M.Phil and PhD produced during the years 2017-2021 to be highlighted
- Student internship, Industrial Interface to be highlighted in the academic audit
- Income generation Recommendation to establish vermicomposting and production of vermitea.
- Best practices listing of journal diversity on the college campus
- Digital efficiency of the students is highly appreciable students may be encouraged to prepare their PPT in the concerned subjects
- E-content development, E-content developed by faculty may be uploaded to the college website for the benefit of students
- Seminars/Workshop/ Conference/ Symposium / Training Programmes may be conducted in IPR / Analytical Techniques / Patent generation / Research Awareness
- Crash courses for competitive exams may be implemented
- MOU concerning student employment is highly appreciable
- Infrastructure facilities are remarkable
- Knowledge mapping for curriculum development - CO, PSO, PO is to be more specific.

COMMERCE

- E- resources available in the library to be mentioned & the E-content prepared by faculty to be highlighted in the report



- Additional Input & information to be shared with the students for competitive exam coaching (other than UPSC)
- Faculty can be encouraged to undertake more research fellowships & consultancy at the national & International
- Business Ethics & CSR can be taught as an additional or separate course in the syllabus
- More detailed & Conscious documentation of achievements can be made
- Reference to be given for pass percentage for each subject
- Course evaluation from students can be gathered at the end of each semester, semester-wise

CORPORATE SECRETARYSHIP

- The certificate course on “ Introduction to SPSS” and the value-added course on “Placement Preparation Program” was much appreciated.
- The department has signed an MOU with AAC
- International & National journals with high impact factor published in UGC – CARE, is appreciated
- The faculty has received the Best Teacher Award Recognising their exemplary service ad the same is well appreciated
- Students are placed at highly reputed corporates. The overall performance of the department is good.

BACHELOR OF BANK MANAGEMENT

- The department needs to upgrade as a research department and take up consultancy services
- SWAYAM courses can be integrated with the syllabus wherever necessary
- Faculty can be trained to offer MOOCs courses

COMPUTER SCIENCE

- MOU to be signed, collaborative initiatives to be taken based on employability courses.
- Value Added courses to be incorporated



- ICT facilities are needed for all classrooms.
- Recommended to upgrade the department as research Department
- Staff are encouraged to utilize the seed money / College fund for Research and encouraged to do funded projects
- Students are encouraged to quality in-state / National / International Level Examination

B.COM (HONS)

- More research papers can be presented by students and staff as they have a compulsory project.
- Staff are suggested to participate in more refresher courses.
- MOUs can be drawn from valued industries such as manufacturing, Processing, ITES companies, etc.
- Integrated professional courses along in B.Com (H) can be offered for upscaling the department
- To have more books and journals for the department library
- Smart classrooms can be provided for final year students of both B.Sc & M.Sc to facilitate & enhance ICT enabled education.
- An effective, all-inclusive LMS to be implemented at the earliest
- Entrepreneurship and Biomedical Engineering aspects as a separate module or as a separate paper can be included in the employability aspects/ Patenting / Product development etc.

MICROBIOLOGY

- Faculty members are encouraged to undertake research through funding agencies like DBT, UGC & other agencies
- Grievance redressal is to be routed through mentors
- Library hours to be included for PG students
- Staff may be encouraged to apply for the Research guideship
- Placement and competitive exam coaching to be improved
- E-content developed by staff to be watermarked by Department and college name-common template to be provided



- Faculty members can be encouraged to apply for research guideship

ACCOUNTING & FINANCE

- Certificate course in digital marketing GST return filing, Tax filing to be introduced
- Mercantile Law Paper to be replaced as Business and Corporate Laws.
- Financial Markets and Financial Services paper can be clubbed as Financial Markets and Services paper
- Students should be encouraged to participate in Extension activities like NSS, NCC, YRC, CSS and sports.

BACHELOR OF COMPUTER APPLICATION

- For BCA separate LAB with ICT enabled facility is a must
- Infrastructure in class Room And Washroom Hygiene to be maintained.

BACHELOR OF BUSINESS ADMINISTRATION

- A remedial coaching / Bridge course is recommended for slow learners
- The faculty are encouraged to undertake/participate in research and consultancy works in the future
- Department can consider signing MOUs with various Research Institute and Organisations

VISUAL COMMUNICATION

- The department faculty members ought to take up Minor Research Projects and utilize external grants.
- The faculty are encouraged to present and publish papers and take up research projects in the future.
- The department should be fully qualified at the earliest
- The department should build consultancy services and collaborate with media organisations.
- The new software should be used on par with the industry.
- The studio and lab facilities should be equipped with the latest technology
- Internet connectivity should be enhanced.



- Students expressed their concern regarding hygienic washrooms

PSYCHOLOGY

- Psychological profiling for each student is required
- Training in interview and CV writing needs to be provided for UG and PG
- Training the trainer programs can be conducted
- Journal club, Innovative courses, book reviews, article reviews, supervised psychological training should be promoted for faculty, minor and major projects, book publications, conference participation, paper presentation and article publications should be given credits
- An Alumni directory should be created to provide occupational information
- The college website to be updated
- Extension services should be strengthened
- The uniqueness of the department should be imprinted
- Documentation of student progression in terms of higher education and placement to be documented
- Specific activities for each subject should be given in the syllabus

MATHEMATICS WITH COMPUTER APPLICATION

- New certificate courses like data science, Machine language can be introduced
- In web technology HTML, DHTML & Scripting languages are to be introduced for web paging development
- Faculty can undertake research projects
- College can give communication skills to improve spoken English
- A separate lab is suggested as all computer-related require practical knowledge

JOURNALISM & COMMUNICATION

- To Subscribe to two English newspapers and their English Magazines for the department exclusively
- Upgrading software in the multimedia lab
- Washroom facilities to be improved with the regular water supply water
- Smoking of men in their washroom to be avoided



- Innovative practices should be included in teaching-learning and research
- MOUs could be signed Initiatives to be taken in this regard
- Men smoking in their washrooms near the NCC room to be avoided
- Slow learners can be given more classes if they approach
- More ICT enabled classrooms can be added

HUMAN RIGHTS & DUTIES

- Students' strength can be increased by giving wider publicity to the course at the national level. Diversity also can be enhanced through such measures.
- One more faculty member is to be appointed on a priority basis
- More time and space for faculty/flexibility for research, Research enabled cubicle set up for the staff will be of immense use.
- Seed funds for undertaking research can be increased to a minimum of Rs. 25,000/-
- Comfortable furniture need to be provided to the students in the classrooms
Promotions due to the faculty based on experience and increment for PhD is recommended
- Fieldwork can be made mandatory and more funding can be made available for extension activities

MASTER OF BUSINESS ADMINISTRATION

- As MBA Department it can be banded and promoted as a separate B- School
- The Department can maintain a faculty cadre ratio of 1:2:4 and a student-faculty ratio of 1:15 for the strength of 120 students and elective courses, Professor cadre is to be fulfilled as per AICTE norms. Additional faculty of 3 to be recruited to meet the student-faculty ratio as per AICTE regulations.
- NAAC can be given which is the need of the hour.
- A Separate Alumnae Association is to be formed and registered. Activities such as creating Alumnae Chapters, PepTalks and Magazines can be organised and published
- Grievance Cell should be exclusively formed for MBA Department
- The Department shall be considered and promoted as a separate identity in alignment which AICTE requirements

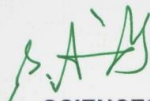
MASTER OF COMPUTER APPLICATION

- Question papers can include K levels to measure the CO attainment based on OBE
- Evaluation pattern to be framed for the internal component- classroom participation
- Remedial classes can be conducted for slow learners and department can offer separate set of Elective papers for advanced learners
- Mentor - Mentee meetings can be conducted [periodically to address to Grievances of students
- Teaching methodologies like student centric learning, preparation of lesson plans, and usage of ICT tools has to be strengthened



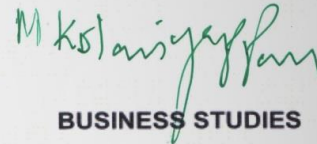
HUMANITIES

Dr.A.Abdul Raheem
Associate Professor
Department of Economics
The New College,
Chennai



SCIENCES

Dr.S. Aravindhan
Associate Professor,
Department of Physics,
Presidency College,
Chennai



BUSINESS STUDIES

Dr.Kolangiappan
Associate Professor,
Department of
Corporate Secretaryship
Pachaiyappa's College
Chennai



DR. D.B. Usha Rani
Principal i/c

Associate Professor & Head,
Department of Economics
Ethiraj College for Women



Dr. M. Latha Kumari
IQAC Coordinator

Assistant Professor
Department of English
Ethiraj College for Women