



**A.D.M. COLLEGE FOR WOMEN (AUTONOMOUS)**  
**(Accredited with 'A' Grade by NAAC 3<sup>rd</sup> Cycle)**  
**(Affiliated to Bharathidasan University, Tiruchirappalli)**  
**NAGAPATTINAM 611 001**

## **Internal Academic Audit Report 2021 -22**

IQAC has conducted Internal Academic Audit on 26<sup>th</sup> April 2022 to review and assess the performance of all the departments in the last five years (2017- 2022).

The members of the Academic Audit Committee have submitted their report to Principal and following are the comments and suggestion.

### **Observations:**

- COE is following strictly the mandatory procedures to be adopted in her office, as stipulated in the UGC Autonomous Guidelines. Examination Systems, Scrutinizing Board activities, Feedback reports, Result analysis reports, Grievance related reports, certificates issue registers, award committee reports and minutes are duly completed and maintained. It also observed that the workload of the Office Staff are evenly distributed to undertake the routine activities without interruption. CoE and her Office Staff are appreciated by the members of the audit.
- IQAC is documenting Governing Body, Academic Council and College Committee Meetings. UGC Schemes, grant received, conduct of Faculty Development Programme (FDP) , Research and Development(R&D) activities, publications of last 5 years, seminar attended and paper presentation of faculty members are recorded. Planning and Evaluation Committee Meetings with action taken are neatly presented.
- Observed and verified that all the Departments are maintaining and updating the registers / documents like minutes of Board of Studies, Work load, timetable, Academic diary, Attendance are Mark Registers, Associations / Clubs activities Seminar / Workshop Minutes, Extension activities reports, Placement records, University and Autonomous Rank particulars, Mentor – Mentee Registers, IQAC registers, Minor projects and Students projects details etc.
- The faculty is also active in attending academic events and strive themselves to keep up to date. Experience and qualified faculty are using modern pedagogy. FDPs and workshops have been attended regularly by the faculty members. Faculty may be encouraged to contribute more to research work. Many enrichment programmes through Department Association have been organized. Magazine, Newsletter are released every year. The college has a holistic approach for overall student development.

### **Areas to be improved (Suggestions and recommendation)**

- All departments are advised to increase the number of e -.contents contribution.
- Internship activities must be strengthened and efforts should be taken immediately by all the departments.

- Eligible faculty members should get guideship to promote research activities
- Research departments much apply to various research funding agencies other than UGC.
- Website details of each department must be updated regularly and one staff from each department must be assigned the duty and Coordinate with the in-charge of website development. Department should maintain a separate register showing the details of website updation(date wise / month wise / activity based etc).
- Advised to have an active MOU with industries, Universities and reputed colleges for improving the placement opportunity, Career development opportunity, Students Welfare activities, Skill enhancement activities, Faculty Exchange programmes, etc.
- Advised the Science Departments to make use of their laboratory equipments for consultancy service, providing research assistance to outside students, earn while learn practices etc.
- All the faculty members are advised to take necessary steps to improve the communication skills of the students. Each department may find and report a suitable strategy to enhance the communication capacity and ability of the students.

### **Department wise Recommendations and Suggestions:**

#### **CoE:**

- COE is requested to collect the mapping of all courses from all the departments, advised to update the question bank and to prepare the details of examination reforms implements during the last five years.

#### **IQAC:**

- IQAC coordinators are advised to collect the AISHE reports and NIRF reports for 2017-18 & 2018-19
- IQAC coordinators are advised to monitor the updating of website uploading. Requested to upload the minutes till date. (2021-22) immediately.
- Coordinators are advised to maintain a record (file) of evidence for the IQAC external members for the last five years.
- Newsletter for the period of 2020-21 and 2021-22 must be obtained from the Newsletter committee immediately.
- Advised to prepare the details year wise with the supportive documents for the abstract given in Quality initiatives taken by IQAC.
- Feedback reports – both Online and manual must be obtained for the 5 years period immediately
- Advised to categorize the department activities and prepare the report within a week duration (on or before 7<sup>th</sup> July).
- Advised to prepare separate report for the Non teaching programmes for the 5 years period.

- Coordinators are advised to prepare a detailed document of student development progress and supportive Programme in a tabulation format, referring the data from Criteria 5 for the last five years.
- Advised to collect the details from the office - stock verification, Administrative Audit – Management, Internal and JDC
- Advised to prepare abstract for Development of E-Modules and Study material progress up to 2022
- Advised to collect the Department calendar from all the departments.
- Advised to present the abstract and details of the Alumni/ PTA programme and meetings

Advised to re-work the workload timetable presentation which must give a clear picture about the distribution of workload, department wise

### **Commerce:**

- Advised to present more e-contents in future.
- Advised to strengthen the consultancy services and have collaboration with other institutions.
- Advised to increase the number of publication in peer reviewed journals.
- Advised to give study materials for the value added courses provided by the department.

### **Economics:**

- Dr. S.Rajeswari, Chairman BOS is advised to get the signature from the external expert for the meeting held for 2018 – 19.
- Advised to maintain attendance register for slow learners and advanced learners.
- Advised to produce more e-contents in future.
- Requested to get feedback from resource persons and students for the meetings, seminars, workshops conducted by the department.
- Advised to contribute more papers in Peer Reviewed Journals.
- Department must keep a separate register for the details of scholarships availed by the students. (Govt., Non Govt., Private, Staff, NGO's)

### **History:**

- Advised the faculty of History to complete the data entry in the staff portal.
- Advised to increase the number of e-contents.
- Suggested to get feedback from the resource persons and students about the meetings, workshop organized by the department.
- Advised to contribute more articles in peer reviewed journals.
- Advised the eligible staff to get guideship to promote research activities in the department.

### **Chemistry:**

- Advised to contribute more e-contents
- Advised to undertake consultancy services, by using the existing lab facilities and to have linkage with nearby industries and Universities.
- Advised the faculty to complete their Ph.D work and improve the research activities in the department.
- Eligible staff members are advised to get guideship, as it is a pioneer Research department in the college.
- Website details of this department should be updated.

### **Mathematics:**

- Advised to increase the number of e- contents
- Suggested to undertake consultancy services.
- Eligible staff members are advised to apply for guideship immediately.

### **Statistics:**

- Advised to increase video lectures and e-contents for the benefit of the students reference and learning.
- Advised to organize seminars and workshops.

### **Botany:**

- Advised to update staff portal for the academic year 2021-22
- e- contents are not adequate. Must increase the number of modules unit wise for all the topics.
- Association meeting register is not updated for current academic year.
- Website data should be updated immediately.

### **Zoology:**

- Suggested to contribute more video lectures unit/ topic wise
- Collaboration/ Linkage with other institution should be actively oriented and must have live MOU.
- Research guide should increase the enrollment of Ph.D scholars.

### **Bio-Chemistry:**

- Suggested to contribute more video lectures.
- Efforts should be taken to get linkage with industries/ institutions.
- Guideship should be obtained by the eligible staff.

### **Physics:**

- Advised to submit the academic dairy for the academic year 2017-18.
- Advised to increase the number of e- contents. All staff members should increase their video lectures and e-contents contribution.
- Collaboration/ Linkage with industries should be updated.
- Steps should be taken to strengthen the consultancy services.

- Advised the Self-financing staff to register for Ph.D.
- Prominent Alumnae list is not found. Advised to identify and maintain the record.
- Internship activities must be strengthened and efforts should be taken immediately.

**Tamil:**

- Advised to get the specimen signature from the BOS members and update the BOS minutes note books.

**English:**

- Advised to collect the Feedback of students for past five years.
- Staff members are suggested to increase the number of e- content and e-module
- Advised to arrange Field visit/ Internship for students.
- Suggested to motivate the students for conducting extension programmes

**BBA:**

- Advised to prepare more e-content materials.
- Advised to take steps to get MOU and undertake consultancy services.
- Advised to present papers in seminars and workshop.
- Advised to publish articles in refereed journals.
- Advised to prepare study materials for extra credit and value added courses.

**Geology:**

- Advised to prepare more e-content materials.
- Advised to prepare and give study materials to extra credit and value added courses.

**Computer Science:**

- Faculty members are advised to increase the number of e-contents as per the resolution passed in College Committee.
- Details of Consultancy services provided by this department with proper evidence must be reported immediately to the Principal.
- Website details related to this department must be updated immediately.
- Minutes of the meeting for the academic year 2017 – 18 must be produced immediately.
- List of scholarships availed by the students of Computer Science must be recorded in a separate register for the period of five years.

**B.Voc (Marine):**

- IQAC register of this department must be updated immediately.
- E-Content preparation must be increased.
- Speakers Form and Journal Club activities must be organized regularly.
- Advised to show the details of MOU with National Skill Development Corporation (NSDC) immediately.

## **B.Voc (Software):**

- Advised to set the signature from the experts in Board of Studies minutes register.
- E-Content preparation must be increased.
- Mentor register must be updated immediately.

## **Library:**

- 11 computer systems in the library second floor need to be provided with internet facility for the optimum utilization.
- Suggested to improve the infrastructure facilities in library like,
  - Additional lighting, journal rack, newspaper stand, Internet connection (NPTEL, Swayam Programme and statistical board)
  - Page certification must be affixed in the first page of all the registers.
  - Must obtain copies of Ph.D thesis from all the research guides who have not submitted the library copy immediately.
  - Appreciation certificates may be issued for student volunteers.

## **Physical Education:**

Website details should be updated immediately

## **Part V - NCC & NSS:**

- **NCC** : Students feedback should be recorded and separate register should be maintained
- **Exnora and Environmental** : The Co-ordinator, Dr.J.Sundari, is advised to produce the activity plan register maintained for the last five years. She must submit the report to Principal immediately she is advised to submit the attendance register for 2017 – 18 to 2020 – 21 ( 4 years) for 60 hours duration.
- **Red Ribbon Club**: The Co-ordinator, Dr.N.Punithalekshmi is advised to present the minutes of the meetings, documents for evidence, feedback reports for the last five years immediately to the Principal.
- **Youth Red Cross**: The Co-ordinators, Dr.N.Prabha and Dr.R.Jamunadevi are advised to submit the feedback report of the students and the guests, to the Principal immediately. They are advised to submit the attendance register for 2017 – 18 to 2020 – 21 (4 years) for 60 hours duration.
- **Rotaract** : The Co-ordinator Mrs.M.Prabavathy is advised to submit the attendance register for 2017 – 18 to 2020 – 21 ( 4 years) for 60 hours duration.



(Dr.R.Manimozhi)  
**IQAC Coordinator**



(Dr.R.ANBUSELVI)  
**Principal i/c  
Chairman- IQAC**