



**DHANALAKSHMI SRINIVASAN
COLLEGE OF ARTS & SCIENCE FOR WOMEN
(Autonomous)
(Affiliated to Bharathidasan University, Tiruchirappalli)
(Nationally Re-Accredited with 'A' Grade by NAAC)
PERAMBALUR - 621 212.**



**ACADEMIC AND ADMINISTRATIVE
AUDIT REPORT**

2018-2019



**Phone : 04328-220888, 220454
Email : office.dscasw@dsgroupmail.com
Website : www.dscollege.ac.in**

College Profile

1	Name of the College	Dhanalakshmi Srinivasan College of Arts and Science for Women(Autonomous), Perambalur, Tamilnadu, India			
2	Website Email Phone number	http://www.dscollege.ac.in office.dscasw@gmail.com 04328-220454			
3	Date of college Establishment	1996			
4	Name of the Principal, Email Mobile Number	Dr.P.Senthilnathan principal.dscasw@dsgroupmail.com 9942740461			
5	Name of the IQAC Coordinator Email Mobile Number	Ms.S.Ranichandra dscas.iqac@gmail.com 9080861741			
6	IQAC contact details	04328-220454 9080861741 9842653532			
7	Affiliating University	Bharathidasan University, Tiruchirapalli, Tamilnadu, India			
8	AISHE code	C-35868			
9	NAAC Grade with Cycle, Accredited Year & CGPA	Cycle	Date	CGPA	Grade
		01	31/03/2007	3.40	A
		02	23/03/2013	3.44	A
10	UGC Recognition (2f & 12B)	Yes			
11	Autonomous Recognition	Yes, October 2017			
12	Number of Programme	UG-16 & PG-13, M.Phil-06, Ph.D-02			
13	Total number of faculty	170			
14	Total Strength of Students	2292			
15	Date of Visit	Wednesday, 17/04/2019			

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

The Academic Audit of the College was conducted on 17th April 2019. The purpose of the Audit is to provide the opportunity for a regular strategic overview on the performance of Teaching and Learning activity. The panel visited all the departments and evaluated all the documents submitted. The Panel Members looked into the many facets of the Document and verified them with relevant evidence. The panel's findings are summarized in this report, along with recommendations for future improvement areas.

The main objective of the audit is to update

- To assess academic performance of each and every faculty member.
- To determine the department's merits and demerits. □
- To confirm that both students and faculty are producing their best in all areas.
- To provide appropriate guidelines for the teaching staff, students, and researchers.

COMMITTEE MEMBERS

1. Prof. G.Balakrishnan
Former Vice Principal,
St.Joseph's College,
Thiruchirappalli.
2. Dr. A.Raja
Assistant Professor in Microbiology,
Jamal Mohamed College,
Thiruchirappalli.
3. Dr. N.Vetrivelan.
Principal,
Srinivasan College of Arts and Science,
Perambalur.
4. Mr.L.Sekar,
Branch Manager,
Simco Engineering Private Ltd
Thiruchirappalli.

AUDIT TEAM:

The Academic and Administrative Audit Committee for the year 2018-2019 consisting of the following members were constituted:

1. Principal
2. Vice Principal
3. Controller of Examinations
4. NIRF Coordinator
5. IQAC Coordinator
6. All the Heads of the Department

All departments, the library, the sports arena, the computer labs, the college's administrative office, and other offices were visited by the AAA committee. The members of the AAA Committee interacted with the faculty members as they prepared PPT presentations about the success of their individual departments in order to evaluate the college's academic and administrative performance using various criteria.

Suggestions given in Academic and Administrative Audit on 17th April 2019 are as follows.

S. No	CRITERION	OBSERVATIONS
1.	Curricular Aspects	<ol style="list-style-type: none">1. Academic plan is prepared and is adhered to.2. Keeping in the view of the demand from the stakeholders, new courses and new streams have been introduced.3. Ability for frequent curriculum updation4. Every department meticulously worked out workload, time table and chalked out detailed work plan for effective implementation of the prescribed curriculum.5. Courses relevant to human values, gender studies and Environmental studies are integrated in all programmes.6. Offers wide array of employment oriented courses like certificate programmes, Diploma courses and Value added courses7. Application oriented programme enable the students to acquire hands on knowledge through projects, field work etc.8. Feedback system of the college is systemized.

S. No	CRITERION	OBSERVATIONS
2.	Teaching- Learning and Evaluation	<ol style="list-style-type: none"> 1. ICT is adequately used 2. Teaching plans are prepared at the commencement of the year and followed 3. Induction programmes and Bridge courses makes the students to acquaint the college campus and course pattern. 4. Student evaluation is transparent and Continuous Assessment Process is implemented 5. The college complies the reservation policies for the admission as per Government norms. 6. Formal academic mentoring with proper teaching plans 7. Experts from the renowned institutes of national repute are frequently invited as resource persons for seminars and conferences. 8. Regular counseling is given by the faculty members 9. Workshops and training programmes are organized for preparing students to competitive examination.
3.	Research, Innovations and Extension	<ol style="list-style-type: none"> 1. Faculty members published papers in UCC listed journals and Conference proceedings 2. Faculty members have completed the Ph.D. degree 3. IQAC takes initiative to promote research in the college 4. Structured mechanism of consultancy and collaboration in all departments needs to be developed 5. Non-Ph.D. teachers should be encouraged and facilitated to enroll for Ph.D. and pursue doctoral research. 6. The faculty needs to be motivated to publish books and book chapters 7. All the signed MoU must be functional with activities. 8. Faculty members are encouraged to apply UGC, AICTE, CSIR etc for grant for organizing national/ international seminar and conferences; 9. Exceptionally good extension activities
4.	Infrastructure and Learning Resources	<ol style="list-style-type: none"> 1. Adequate number of classrooms and laboratories are availed. 2. Annual stock taking procedure is adopted to write off the damaged books. 3. College has first-rated internet facility. 4. The college has a solar power system. 5. Ample facility for sport, indoor and outdoor games. 6. Regular maintenance of the buildings with a structured mechanism is incorporated.

S. No	CRITERION	OBSERVATIONS
5.	Student Support and Progression	<ol style="list-style-type: none"> 1. Grievance Redressal cell is acting energetically to sort out the student's problem. 2. Economically weaker section students are encouraged to avail Government scholarships. 3. Management provides meritorious scholarships for toppers. 4. Students are counseled to attend various types of entrance examinations. 5. Soft skills and personality development courses are organized to improve the overall growth of the students. 6. Student Council has been established to represent student woes, suggestions and ideas to guide them accordingly. 7. Placement cell is geared up with on campus placements. 8. Anti-ragging cell is active. 9. Alumni got registered and contributed in college Development. 10. Adequate numbers of industrial visits, field trips are arranged for the students to attain industrial awareness.
6.	Governance, Leadership and Management	<ol style="list-style-type: none"> 1. The College provides financial assistance and on duty leaves to faculty members for attending conferences, seminars & workshops. 2. Self-appraisal system of teacher for better performance at the end of every year. 3. The college has been helping to liaison with the industry, NGOs and other supporting organizations for strengthening the quality of education. 4. IQAC makes consistent efforts to provide best educational facilities and various orientation programs to enhance the growth of both students and staffs.
7.	Institutional Values and Best Practices	<ol style="list-style-type: none"> 1. Eco-friendly practices for environmental friend lines are implemented. 2. Rain water harvesting has been maintained properly 3. Waste management has a proper mechanism. 4. Institution is maintaining herbal garden with medicinal plants. 5. Clean and Green campus. 6. Gender empowerment activities through women cell

Report of AAA committee
Assessment Based on Institutional Information

Category	Description	Available
Affiliation document	University Affiliation document	✓Yes / No
	2(f) and 12(B) status	✓Yes / No
Autonomous Approvals	Autonomous by University (BDU)	✓Yes / No
	Autonomous by University (UGC)	✓Yes / No
Accreditation Documents	NAAC certificates	✓Yes / No
Governance	Governing Body	✓Yes / No
	Academic Council	✓Yes / No
	Finance Committee	✓Yes / No
	Board of Studies	✓Yes / No
	Minutes of Governing Body meeting	✓Yes / No
	Minutes of Academic Council meeting	✓Yes / No
	Minutes of Finance committee meeting	✓Yes / No
	Minutes of BOS meeting	✓Yes / No
	Examination section	✓Yes / No
	IQAC Minutes	✓Yes / No
	Anti-Ragging Committee	✓Yes / No
	Grievance Redressal Committee	✓Yes / No
	Alumni Association	✓Yes / No
	Office Automation (ERP software)	✓Yes / No
	Faculty personal files	✓Yes / No
	Budget sanctioned and Audit Report	✓Yes / No
	Student scholarship details	✓Yes / No
	Institution Website	✓Yes / No
	Notice Boards	✓Yes / No
Other facilities	CCTV Security	✓Yes / No
	Projectors in Class Rooms	✓Yes / No
	Fire Extinguisher	✓Yes / No
	Medical Facility	✓Yes / No
	Canteen Facility	✓Yes / No
	Sports Facility	✓Yes / No
	Hostels	✓Yes / No
	Vehicle Parking	✓Yes / No
	Xerox Facility	✓Yes / No
	Backup Electric Supply	✓Yes / No
	Bank / ATM	✓Yes / No
	Transport Facility	✓Yes / No
	Sewage Disposal System	✓Yes / No
	Drinking water Facility	✓Yes / No
	Solid Waste Management	✓Yes / No
	Rain Water Harvesting	✓Yes / No
Green Campus Initiatives	✓Yes / No	

SWOC ANALYSIS

<p>STRENGTHS</p> <ul style="list-style-type: none">• Excellent admission demand ratio.• Programme Objectives, Course Objectives have been spelt out in detail.• Experienced and dedicated teaching staff.• Eco-friendly College building with sufficient and pleasant learning environment.• An appreciable number of extension activities with student and community participation.• Presence of vibrancy and team work.• Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.• Linkages with Alumnus.• Best infrastructure• Campus wide internet connectivity.• Alumni help our students to get placed at their respective organizations.	<p>WEAKNESS</p> <ul style="list-style-type: none">• Faculties have to be motivated to apply for awards and patents.• Ways and means has to be explored for more systematic consultancy activities.• Developing collaboration with research institutes / industries.
<p>OPPORTUNITIES</p> <ul style="list-style-type: none">• Faculty members need to avail international exposure.• Examining the connections between industry and academia.• Creating very good impact on society through undertaking relevant studies.• Strengthening multi-interdisciplinary approach for better learning	<p>CHALLENGES</p> <ul style="list-style-type: none">• Keeping pace with change in time and disruptive technology.• Producing graduates to face the global challenges.• Mobilizing more financial resources.

SCORES FOR AAA

Criteria	Key Indicators (KIs)	Max. marks	Marks Awarded
1. Curricular Aspects	1.1 *(U)Curriculum Design and Development	50	45
	1.1.*(A)Curricular Planning and Implementation	NA	
	1.2 Academic Flexibility	40	40
	1.3 Curriculum Enrichment	40	35
	1.4 Feed back System	20	20
	Total	150	140
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	20	20
	2.2 Catering to Student Diversity	30	28
	2.3 Teaching-Learning Process	50	45
	2.4 Teacher Profile and Quality	60	60
	2.5 Evaluation Process and Reforms	40	37
	2.6 Student Performance and Learning Outcomes	50	50
	2.7 Student satisfaction Survey	50	50
	Total	300	290
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	20	13
	3.2 Resource Mobilization for Research	10	06
	3.3 Innovation Ecosystem	20	14
	3.4 Research Publications and Awards	20	15
	3.5 Consultancy	10	5
	3.6 Extension Activities	50	50
	3.7 Collaboration	20	16
	Total	150	119
4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	30
	4.2 Library as a Learning Resource	20	20
	4.3 IT Infrastructure	30	23
	4.4 Maintenance of Campus Infrastructure	20	20
	Total	100	93

Criteria	Key Indicators (KIs)	Max. marks	Marks Awarded
5. Student Support and Progression	5.1 Student Support	30	30
	5.2 Student Progression	30	30
	5.3 Student Participation and Activities	30	24
	5.4 Alumni Engagement	10	05
	Total	100	89
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	10	10
	6.2 Strategy Development and Deployment	10	10
	6.3 Faculty Empowerment Strategies	30	26
	6.4 Financial Management and Resource Mobilization	20	18
	6.5 Internal Quality Assurance System	30	27
	Total	100	91
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	50
	7.2 Best Practices	30	24
	7.3 Institutional Distinctiveness	20	18
	Total	100	92
	TOTALSCORE	1000 *	914

RECOMMENDATIONS AND SUGGESTIONS:

- To host all important policy documents and activities on the website of the college.
- Research, Publication, Consultancy, Project, Tie-ups and collaboration etc needs more attention
- All department should take equal initiatives for Alumni engagement and resource mobilization from the Alumni
- Teachers have to be seriously motivated to apply for awards and patents.
- More training programmes have to be initiated to enhance employability.
- Need to devise method to map COs, POs and PSOs to assessments for indicating achievements of these objectives.


- Faculty shall be encouraged to create course resource videos.
- Research should be given more thrust.
- Standard Operating Procedures (SOPs) of functioning of committees needs to be prepared.
- Student Code of Conduct needs to be made more elaborative to include discipline on campus.

It is expected that the implementations of the above recommendations would bring above quality changes in attitude and bounding of the college and make a preferred destination.


Date and Signature of Audit Committee Chairman:

Bala kumar

Date and Signature of Head of the Institution:


PRINCIPAL
DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(AUTONOMOUS),
PERAMBALUR - 621 212.

Date and Signature of IQAC Coordinator:


IQAC Coordinator
Dhanalakshmi Srinivasan College
of Arts and Science for Women
(Autonomous)
Perambalur - 621 212