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

2019-2021

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COMMITTEE MEMBERS

1. Dr. S. SEKAR
   Principal,
   Meenakshi Ramasamy Arts and Science College,
   Thathanur (Po),
   Udayarpalayam(Tk),
   Ariyalur(Dt).

2. Prof. R. RAJENDRAN,
   Associate Professor,
   P S G College of Arts an Science College,
   Coimbatore

3. Ms. DEEPA JAIN,
   Managing Director & CEO,
   Nirmal Integrated Consultancy (Team – NIC),
   New Delhi.

4. Dr. DEEPAK JAIN,
   Chief Advisor,
   Nirmal Integrated Consultancy (Team – NIC),
   New Delhi.

The College was established in the year 1996, in Perambalur, Today DSCASW(Autonomous) stands as an excellent example of munificence backed by progressive ideas, driving force, individuals' initiatives, private philanthropy and support. It is a pioneer in the field of higher education for women. The college functions with a social conscience and tradition and values play a vital role and providing academic excellence will be the functioning of this college.

DSCASW(Autonomous) has produced many gold medalist and University rank holders since its inception. The college with its motto "Knowledge is Power" aims at the holistic personality development of the students by inculcating in them a sense of human values, a spirit of patriotism, national integration and democratic outlook.

Dhanalakshmi Srinivasan College of Arts & Science for Women (Autonomous) at its Inception in the year 1996, offered 4 programmes with an initial strength of 47 students and 9 faculty members including Teaching and Non Teaching. To witness the enormous growth of our college, at present we have strength of 3314 students and 207 faculty members. Our journey continues and now we are with 16 UG programmes, 13 PG programmes out of which 6 departments are recognized for research activity leading to M. Phil and 3 departments for Ph. D programme. We march ahead with the vision to provide a distinct environment of academic excellence in education with human values and social commitment.

Vision
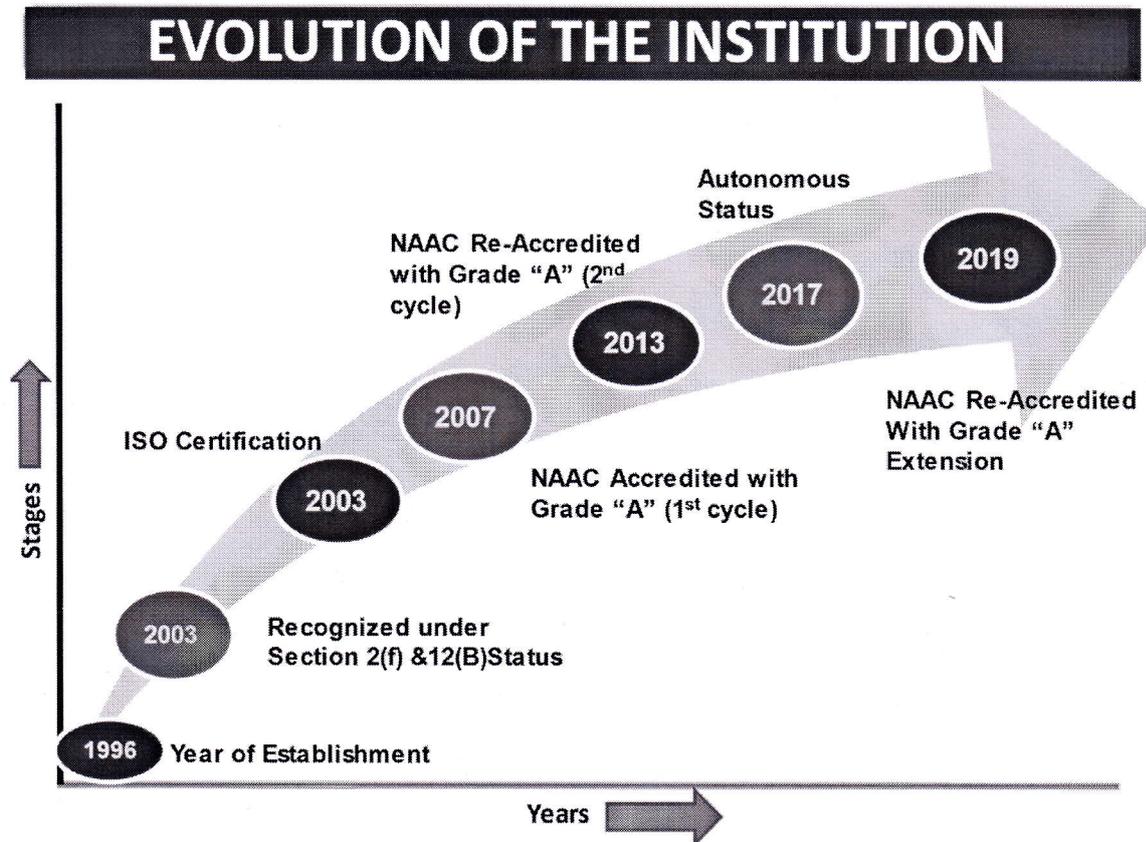
➢ To create and disseminate knowledge.

Mission

➢ To impart a liberal, modern and sound education.

➢ To inculcate a sense of human values, a spirit of patriotism, national integration and democratic outlook.

➢ To provide highest quality education at an affordable cost to women students from rural background.

Objective

> Dhanalakshmi Srinivasan College of Arts & Science for Women is committed to provide quality education for achieving academic excellence in the fields of Arts and Science with continual improvement.

Description

It is a self-financing college, affiliated to Bharathidasan University and recognized by UGC under 2(f) and 12(B). The college has been accredited with 'A' grade by NAAC in March 2007.The College has been reaccredited by NAAC (second cycle) with 'A' grade in 2013. Our esteemed institution got Autonomous status during the year of 2017. The college has been reaccredited by the NAAC (Extension) with 'A' grade in the year of 2019.

EVOLUTION OF THE INSTITUTION

Autonomous Status

NAAC Re-Accredited with Grade "A" (2nd cycle)

2019

2017

2013

ISO Certification

2007

NAAC Re-Accredited With Grade "A" Extension

2003

NAAC Accredited with Grade "A" (1st cycle)

Stages

2003 Recognized under Section 2(f) &12(B)Status

1996 Year of Establishment

Years

AAA Committee

The Academic and Administrative Audit Committee for the year 2020-2021 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

The AAA committee visited all departments, Library, Sports complex, Computer Laboratories, Administrative office of the college and other offices. The faculty members made PPT presentation about the performance about their respective departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college criteria wise.

Suggestions given in Academic and Administrative Audit on 25th and 26th March 2021 are as follows.

CRITERION	OBSERVATIONS
1. **Curricular Aspects**	1. Employability/ Entrepreneurship/ Skill Development, Professional Ethics, Gender Studies, Human Values, Environment and Sustainability courses has been highlighted and linked with the local, national and global requirements and it has been reflected into the Curriculum. 2. Suggestions given by stakeholders are incorporated while introducing the new course/ program. 3. Structured mechanism is followed to obtain feedback on curriculum. 4. Upload the feedback analysis on curriculum along with ATR on the college website. 5. Link the placement data with internationalization of curriculum. 6. The percentage of revision in curriculum has been compared to the previous year and indicated.

2. Teaching-Learning and Evaluation	1. Measures have been taken to increase the enrolment of category students. 2. Frequent counseling has been given to the students whenever required. 3. Remedial Coaching has been consistently given to slow learners and Advanced learners are encouraged to participate in various intellectual competitions and equip them by undergoing internship / on the job training, etc. 4. Procure software for the mapping of COs with POs. 5. A well-structured Teaching Plan has been followed with the following information like Semester, course, course code, Academic year and execution of the plan.
3. Research, Innovations and Extension	1. New Research policy has been devised and uploaded it on the college website. 2. Ethics committee has been framed. 3. Revenues has been generated from consultancy. 4. Raise the number of teachers to undertake consultancy work. 5. Participation of the students in extension activities has been improved. 6. Increase the number of research projects to be undertaken by both students and faculty. 7. Alumni data has been frequently collected and maintained. 8. Geo-tagged photos are collected for all the activities conducted by the college. 9. Organize a greater number of National/ International Workshops/ seminars. 10. Increase number of MoUs with National and International Bodies and Institutions. 11. Documentary evidences for extension activities has been collected and filed.
4. Infrastructure and Learning Resources	1. Mapping of requirement of Classroom with facilities available. 2. Geo-tagged photographs were attached showing utilization of infrastructural facilities. 3. Infrastructural facilities were uploaded on the college website. 4. Usage of Library to be increased and more e-books to be procured. 5. IT policy and maintenance policy has been framed.

5. **Student Support and Progression**	1. As per Government norms, scholarships and free ships are provided to category wise eligible students. 2. Create funds for needy and category students from alumni, corporate, parents and teachers. 3. Frequent career counseling is conducted to the students and the records are maintained. 4. Increase student's representation on academic and administrative committees. 5. Motivate the students to participate and receive awards in State/National/International level sports meet. 6. Create a separate page for Alumni contribution on the college website by increasing their participation.
7. **Governance, Leadership and Management**	1. Prepare committee manual defining powers and responsibilities. 2. Strategic Plan has been developed and deployed. 3. Elaborate the strategy for syllabus framing and revision 4. Prepare policy for mobilization of funds from various resources. 5. Devise policy on teacher's appraisal, feedback and teachers training
6. **Institutional Values and Best Practices**	1. Green, Energy and Environment audit were conducted at college level every year. 2. A well-structured policy and mechanism have been utilized to obtain feedback analysis of feedback and ATR for every activity conducted by the college. 3. Make the campus more supportive for disabled students in terms of use of infrastructure. 4. Academic Calendar has been uploaded with all activities of the college. 5. Define clearly institutional distinctiveness of the college with respective percentage.

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

STRENGTHS	WEAKNESSES
- Renowned college accredited with A Grade. - Relevant curriculum use of ICT - Young and dedicated staff - Autonomy - Good funding from Non-Government Agencies	- Decreasing enrollment of faculty in consultancy work. - Limited Research publications, research projects by faculty.
OPPORTUNITIES	**CHALLENGES**
- Fund mobilization needs attention, through all possible sources. - Yet to explore alumni potential for college development. - Collaborations with other higher educational institutes possible.	- Developing Research culture - Increasing functional MOUs - Developing SOPs for academic and co-curricular activities.

RECOMMENDATIONS AND SUGGESSIONS:

1. Create manuals and Standard Operating Procedures (SOPs) for all operational tasks.
2. Develop strategies for fundraising and resource mobilization.
3. Enhance faculty research and promote publication activities.
4. Coordinate and encourage the involvement of teaching and non-teaching staff in training initiatives.
5. Secure additional funding from diverse channels to support the growth and development of the college.

SCORES FOR AAA

Criteria	Key Indicators (KIs)	Max. marks	Marks Awarded
1. Curricular Aspects	1.1 *(U)Curriculum Design and Development	50	47
	1.1.*(A)Curricular Planning and Implementation	NA	
	1.2 Academic Flexibility	40	40
	1.3 Curriculum Enrichment	40	36
	1.4 Feed back System	20	20
	Total	150	143
2.Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	20	20
	2.2 Catering to Student Diversity	30	29
	2.3 Teaching-Learning Process	50	47
	2.4 Teacher Profile and Quality	60	60
	2.5 Evaluation Process and Reforms	40	40
	2.6 Student Performance and Learning Outcomes	50	50
	2.7 Student satisfaction Survey	50	50
	Total	300	296
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	20	15
	3.2 Resource Mobilization for Research	10	06
	3.3 Innovation Ecosystem	20	14
	3.4 Research Publications and Awards	20	17
	3.5 Consultancy	10	08
	3.6 Extension Activities	50	50
	3.7 Collaboration	20	17
	Total	150	127
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	24
	4.4 Maintenance of Campus Infrastructure	20	20
	Total	100	94

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	25
	5.4 Alumni Engagement	10	06
	Total	100	91
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	28
	6.4 Financial Management and Resource Mobilization	20	20
	6.5 Internal Quality Assurance System	30	28
	Total	100	96
7.Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	50
	7.2 Best Practices	30	26
	7.3 Institutional Distinctiveness	20	20
	Total	100	96
	TOTALSCORE	1000 *	943

Date and Signature of Audit Committee Chairman:

Dr.S.SEKAR, M.Com.,M.B.A.,M.Phil.,Ph.D.
PRINCIPAL,
Meenaakshi Ramasamy
Arts & Science College (147),
MR Kalvi Nagar, Thathanur-621 804.

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 26/03/21
Dhanalakshmi Srinivasan College
of Arts and Science for Women
(Autonomous)
Perambalur - 621 212