



**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**

**2021-2022**



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## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

Academic and Administrative Audit (AAA), is an essential component for upholding the standard of excellence in Higher Education. A well-built administrative setup with periodical auditing prioritizes the quality of academic systems.

**Academic Audit:** Academic audit is regarded as a periodic systematic approach of evaluating the caliber of the institution's academic programme. It has to do with quality control and raising the standard of academic pursuits at HEIs.

**Administrative Audit:** It is regarded as a method of determining how successful and efficient an administrative process is. It comprises evaluating the many administrative departments' policies, plans, and functions as well as controlling the entire administrative system.

The audit intends to:

- promote synergy between programmes and disciplines;
- present a faculty-driven approach for an endless advancement.
- advise each department to external audit.
- carry out a self-evaluation to maintain quality standards.

The main objective of the audit is to update

- Curricular aspects.
- Teaching and learning process.
- Examination and evaluation methods.
- Research, Innovation and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Unique best Practices
- Distinctive practices of the college

The audit process strictly adhered to a proforma structured by the IQAC for the evaluation based on

- i. Course content
- ii. Teaching-Learning Process

- iii. Results
- iv. Feedback system
- v. Research
- vi. Infrastructure
- vii. Department Administration,
- viii. Other academic-oriented activities
- ix. Part-V activities

### COMMITTEE MEMBERS

1. Dr. S.Senthilkumar,  
Associate Professor in Botany,  
National College,  
Trichy.
2. Dr.R. Rajendiran,  
Former Principal,  
PSG College of Arts and Science,  
Coimbatore.
3. Dr.V.Sekar,  
Dean Planning and Development,  
Dhanalakshmi Srinivasan University,  
Samayapuram.
4. Dr. Elangovan M.E., Ph.D.  
Principal,  
Dhanalakshmi Srinivasan Engineering College (Autonomous),  
Perambalur.

## **PREAMBLE OF THE COLLEGE**

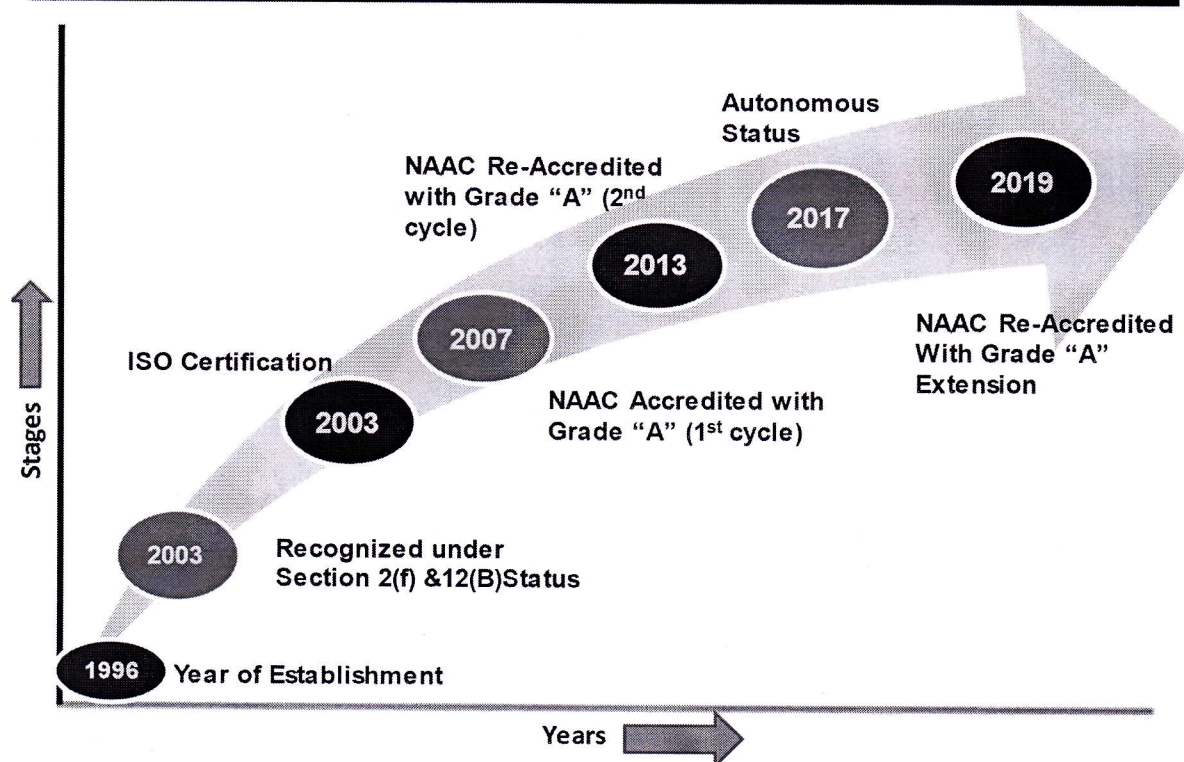
Dhanalakshmi Srinivasan College of Arts and Science for Women (A) holds the distinction of being the inaugural higher education institution established under the Archdiocese of Perambalur District. In 1996, the honorable Chancellor Ayya Sri A. Srinivasan founded this institution with a noble vision. Its primary objective was to foster extensive prospects for higher education and research in emerging fields, contributing to the overall progress of society. The college specifically aimed to empower economically and educationally disadvantaged young women, encouraging them to pursue excellence in all aspects of life and dedicated service to humanity.

## **HONARARIES**

- The college also possesses the status of inclusion under 2(f) and 12B Act of UGC 1956.
- The college has been accredited with 'A' grade by NAAC in March 2007 with CGPA of 3.40. The College has been reaccredited by NAAC (second cycle) with 'A' grade in 2013
- The college has been reaccredited by the NAAC (Extension) with 'A' grade in the year of 2019 with CGPA of 3.44 and is extended till December 2023.
- The College has been conferred with Autonomous status by the UGC from the Academic year 2017 onwards. Among the self financing Women Colleges affiliated to Bharathidasan University, Dhanalakshmi Srinivasan College of Arts and Science for women is the first college to get autonomous status from the UGC for a period of 10 years.
- Dhanalakshmi Srinivasan College of Arts & Science for Women" was listed as "The 10 Most Inspiring Institutes for Commerce & Arts in 2018" by Knowledge Review magazine for providing best education.



# EVOLUTION OF THE INSTITUTION



## PRINCIPAL

The Academic & Administrative Audit (AAA) is a tool used by the college administration to update current trends in order to continuously improve the quality of the institution. The primary goal of this audit was to understand the current system and evaluate the strength and weakness of the departments and administrative office. This audit paves way for overcoming the demerits identified. Additionally, it made it possible to spot the gaps in the current administrative systems and open up new possibilities for administrative, academic, and examination reforms. Several recommendations for ongoing quality improvement in higher education have been included in the Audit report, taking into consideration the standards and reports from NAAC and other agencies. The college consistently strives for academic excellence and conduct ongoing academic and administrative audits through the Internal Quality Assurance Cell (IQAC). The AAA Committee meeting was scheduled on April 2022 and the committee had a formal meeting in Principal's office. The Principal summarized the main milestones and highlighted the advancements made in all areas of activity during the school year 2021–2022. Following a discussion of procedural problems, the Committee's members started their exercise according to the programme schedule created by the IQAC Coordinator. The Committee met with the teaching staff, students, and non-teaching Staff while visiting all of the teaching departments, support services, administrative sections, and other infrastructural facilities to learn about the academic and administrative performance. In addition, the department heads who were in charge of the matter

delivered their departmental reports. This has opened the door for in-depth discussion and various clarifications. After completing all inspection stages and interactions, the Committee wrote the AAA Report, which included a summary of its findings and suggestions.

### **IQAC COORDINATOR**

The Administrative division of the college is well-organized and follows a strategy when carrying out daily tasks. The college's administrative office is well-equipped with appropriate furnishings and high speed internet connectivity. The mode of communication among the administrative staffs, teaching staffs, and other office sections are through emails, phone calls, and WhatsApp messages. The college website provides time-to-time information about the college activities to all the stakeholders. The college has taken the necessary steps to provide basic training for both administrative and technical staff members. Each and every member of the workforce is aware of their tasks and obligations. It has been noted that the sections, departments, and support services work closely together and in collaboration. The staff has been greatly influenced in keeping the academic and administrative discipline at the institution by the constant support and encouragement of the college management.

The academic administrative audit done in the month of 6<sup>th</sup> April 2022 was extensive and carried out for individual departments. The team also had interactions with the Head of the Departments and the representatives of various clubs and activities. There was also a formal interaction with Controller of Examinations. The college has become very successful in converting many of its locational disadvantages into opportunities for extension, innovative practices, and integration of social service into teaching learning process after auditing. This exhaustive audit report of each department has been consolidated into all criteria's with the following strengths identified by the team:

### **AUDIT TEAM:**

The Academic and Administrative Audit Committee for the year 2021-2022 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 arena, 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 06<sup>th</sup> April 2022 are as follows.

| S.No | CRITERION                                | OBSERVATIONS  |
|------|--|---|
| 1.   | <b>Curricular Aspects</b>                | <ol style="list-style-type: none"><li>1. Success in implementation and frequent updating of new curriculum</li><li>2. Demands of future employers are kept in mind while drawing the curriculum by offering courses with employability skills.</li><li>3. Providing chance of exploring in different streams by offering elective courses</li><li>4. Providing value addition courses with zero credit</li><li>5. Incorporation of ethical/gender/environmental aspects into the curriculum</li><li>6. Feedback on curriculum from stakeholders is obtained frequently.</li><li>7. Online Feedback mechanism must be initiated.</li></ol>                             |
| 2.   | <b>Teaching- Learning and Evaluation</b> | <ol style="list-style-type: none"><li>1. Successful implementation of Outcome Based Education(OBE)</li><li>2. Formal academic mentoring with proper teaching plans</li><li>3. Inviting and giving lectures with Visiting professors to make the students obtain more skills</li><li>4. Student psychology based on the student SWOT is conducted during admission</li><li>5. Having Survey Systems for student Satisfaction</li><li>6. ICT-based Innovative Teaching-Learning process</li><li>7. E-Content generated by Faculties</li><li>8. Mentoring and counseling by full time faculty</li><li>9. Adequate certificate and value added courses offered.</li></ol> |
| 3.   | <b>Research, Innovations</b>             | <ol style="list-style-type: none"><li>1. Obtaining Seed money for promoting research and innovation at the campus</li></ol>   |

|    |  |  |
|----|--|--|
|    | <b>and Extension</b>                           | <ol style="list-style-type: none"> <li>2. Formal linkages with good National and International universities and research Centers.</li> <li>3. Association with NGOs and government bodies for extension activities.</li> <li>4. More workshops and training sessions must be organized for Intellectual Property Rights (IPR), Research Methodology and Start-ups.</li> </ol>  |
| 4. | <b>Infrastructure and Learning Resources</b>   | <ol style="list-style-type: none"> <li>1. All the classrooms are spacious and seminar halls with ICT enabled facility.</li> <li>2. Book circulation in the library is good.</li> <li>3. Good Internet connectivity and computer lab facilities.</li> <li>4. Well-furnished and fully automated library with good collection of books and journals.</li> <li>5. Innovative teaching-learning methods are adopted in the college.</li> </ol> |
| 6. | <b>Student Support and Progression</b>         | <ol style="list-style-type: none"> <li>1. The remarkable financial awards like scholarships are provided</li> <li>2. Good number of placements in reputed companies.</li> <li>3. Competitive exam and Placement support activities.</li> <li>4. Basic Health Units and Counseling centers in the campus</li> </ol>   |
| 6. | <b>Governance, Leadership and Management</b>   | <ol style="list-style-type: none"> <li>1. Proper systems for internal financial audits</li> <li>2. Offering regular training programmes for staff</li> <li>3. Supporting teachers to attend workshops and seminars</li> <li>4. Various welfare schemes are implemented by the management for teaching and non-teaching staffs.</li> </ol>  |
| 7. | <b>Institutional Values and Best Practices</b> | <ol style="list-style-type: none"> <li>1. Gender empowerment activities through women cell</li> <li>2. Many activities for the local community</li> <li>3. Notable innovative practices in the campus</li> </ol>   |



## 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

|   |   |
|---|---|
| <b>STRENGTHS</b> <ul style="list-style-type: none"><li>• Renowned college accredited with consistent performance in NAAC grading.</li><li>• Mentor-mentee system is streamlined.</li><li>• Relevant curriculum use of ICT</li><li>• Best infrastructure with qualified and motivated faculty</li><li>• De-centralized administration</li><li>• Good funding from Non-Government Agencies</li><li>• Campus wide internet connectivity.</li><li>• Grievance redressal cell is functioning well.</li><li>• Financial support is given to students through institutional scholarships apart from Government scholarships.</li><li>• A sense of security for both students and staffs.</li><li>• Pollution free campus.</li><li>• Reaching out to communities in distress and at times of emergencies.</li></ul> | <b>WEAKNESSES</b> <ul style="list-style-type: none"><li>• Research output of the college to be improved since limited Research publications, research projects by faculty</li><li>• Linkage and collaboration needs to be extended.</li><li>• Sudden drop out of the students after Medical, Agri and Engineering counseling.</li><li>•</li></ul> |
| <b>OPPORTUNITIES</b> <ul style="list-style-type: none"><li>• Due to its reputation, a good demand for students admission</li><li>• Scope for up gradation into a University</li><li>• Make students of this rural area proficient in English.</li><li>• Acquire a status of College of Excellence (CE).</li><li>• Undertake research on locally</li></ul>   | <b>CHALLENGES</b> <ul style="list-style-type: none"><li>• To make the students of this rural area proficient in communicating in English.</li><li>• To prevent the brain drain.</li><li>• To generate fund from Government agencies.</li><li>• Faculty retention</li></ul>  |

relevant issues.

- Collaboration with foreign universities for offering joint programmes

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**SCORES FOR AAA**

| <b>Criteria</b>                               | <b>Key Indicators (KIs)</b>                      | <b>Max.marks</b> | <b>Marks Awarded</b> |
|---|--|------------------|----------------------|
| <b>1. Curricular Aspects</b>                  | 1.1 *(U)Curriculum Design and Development        | <b>50</b>        | 49                   |
|   | 1.1. *(A) Curricular Planning and Implementation | <b>NA</b>        | —                    |
|   | 1.2 Academic Flexibility                         | <b>40</b>        | 40                   |
|   | 1.3 Curriculum Enrichment                        | <b>40</b>        | 37                   |
|   | 1.4 Feedback System                              | <b>20</b>        | 20                   |
|   | <b>Total</b>                                     | <b>150</b>       | 146                  |
| <b>2. Teaching- Learning and Evaluation</b>   | 2.1 Student Enrolment and Profile                | <b>20</b>        | 20                   |
|   | 2.2 Catering to Student Diversity                | <b>30</b>        | 30                   |
|   | 2.3 Teaching-Learning Process                    | <b>50</b>        | 48                   |
|   | 2.4 Teacher Profile and Quality                  | <b>60</b>        | 60                   |
|   | 2.5 Evaluation Process and Reforms               | <b>40</b>        | 40                   |
|   | 2.6 Student Performance and Learning Outcomes    | <b>50</b>        | 50                   |
|   | 2.7 Student satisfaction Survey                  | <b>50</b>        | 50                   |
|   | <b>Total</b>                                     | <b>300</b>       | 298                  |
| <b>3. Research, Innovations and Extension</b> | 3.1 Promotion of Research and Facilities         | <b>20</b>        | 16                   |
|   | 3.2 Resource Mobilization for Research           | <b>10</b>        | 07                   |
|   | 3.3 Innovation Ecosystem                         | <b>20</b>        | 16                   |
|   | 3.4 Research Publications and Awards             | <b>20</b>        | 17                   |
|   | 3.5 Consultancy                                  | <b>10</b>        | 05                   |
|   | 3.6 Extension Activities                         | <b>50</b>        | 50                   |
|   | 3.7 Collaboration                                | <b>20</b>        | 18                   |

|   |  |               |     |
|---|--|---------------|-----|
|   | <b>Total</b>   | <b>150</b>    | 129 |
| <b>4. Infrastructure and Learning Resources</b>   | 4.1 Physical Facilities                              | 30            | 30  |
|   | 4.2 Library as a Learning Resource                   | 20            | 20  |
|   | 4.3 IT Infrastructure                                | 30            | 26  |
|   | 4.4 Maintenance of Campus Infrastructure             | 20            | 20  |
|   | <b>Total</b>   | <b>100</b>    | 96  |
| <b>5. Student Support and Progression</b>         | 5.1 Student Support                                  | 30            | 30  |
|   | 5.2 Student Progression                              | 30            | 30  |
|   | 5.3 Student Participation and Activities             | 30            | 27  |
|   | 5.4 Alumni Engagement                                | 10            | 07  |
|   | <b>Total</b>   | <b>100</b>    | 94  |
| <b>6. Governance, Leadership and Management</b>   | 6.1 Institutional Vision and Leadership              | 10            | 10  |
|   | 6.2 Strategy Development and Deployment              | 10            | 10  |
|   | 6.3 Faculty Empowerment Strategies                   | 30            | 30  |
|   | 6.4 Financial Management and Resource Mobilization   | 20            | 20  |
|   | 6.5 Internal Quality Assurance System                | 30            | 30  |
|   | <b>Total</b>   | <b>100</b>    | 100 |
| <b>7. Institutional Values and Best Practices</b> | 7.1 Institutional Values and Social Responsibilities | 50            | 50  |
|   | 7.2 Best Practices                                   | 30            | 28  |
|   | 7.3 Institutional                                    | 20            | 20  |
|   | <b>Total</b>   | <b>100</b>    | 98  |
|   | <b>TOTAL SCORE</b>                                   | <b>1000 *</b> | 961 |

## ACTION TAKEN / IMPLEMENTATION AFTER AAA AUDIT OF THE YEAR 2021-22:

- Manuals, policies and SOPs for all the activities were framed.
- Resource mobilization policy has been framed.
- All the faculty members were seriously motivated to involve in research works, paper publication in reputed journal, Project proposals.
- All the faculties are participating in various conferences, seminars, webinars, workshops & other training programmes.
- Adequate number of training programmes has been organized for all teaching & non-teaching participants.
- Funds from various sources like consultancy projects, alumni contribution, etc., for college development has been enhanced.

Date and Signature of Audit Committee Chairman:

  
6/14/2022

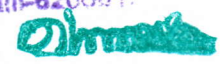
**Dr. S. SENTHIL KUMAR, M.Sc., M.Phil., Ph.D., ALS.,**  
Principal Investigator  
SERB, UGC, TMCST, MoES, DST-FST, DST-WIT, DST-WIT Prad Project  
Research Advisor in Botany and Biotechnology  
Geobiotechnology Laboratory  
Assistant Professor  
PG and Research Department of Botany,  
National College (Autonomous),  
Tiruchirappalli-620007.

Date and Signature of Head of the Institution:

Date and Signature of IQAC Coordinator:



**IQAC Coordinator**  
Dhana Lakshmi Srinivasan  
College  
of Arts and Science for Women  
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**PRINCIPAL**  
DHANALAKSHMI SRINIVASAN COLLEGE  
OF ARTS AND SCIENCE FOR WOMEN  
(AUTONOMOUS),  
PERUMBALUR - 621 212.

## RECOMMENDATIONS AND SUGGESTIONS:

1. Organize and increase the participation of both teaching and non-teaching staff in training Programmes.
2. Research output and number and quality of publications should be improved.
3. Increase the funding from various sources for college development.
4. Incubation center should be established.
5. Multidisciplinary Research should be enhanced.
6. Academy and industry linkages for research and education should be promoted.
7. Create a corpus fund to support research activity.
8. Encourage faculty to take up more of funded projects.
9. Students to be motivated to undergo courses offered under MOOC, Swayam, NPTEL



10. The development plan can be amended to meet the requirements of NEP

**CONCLUDING REMARKS:**

Running a college located in a rural place and functioning with the great objective of fostering holistic education of women students is the challenging task of the College. At present the college offers 16 UG, 13 PG, 06 M.Phil and 03 Ph.D Programmes among which majority of them are cutting-edge programmes catering to the needs of the society. The Silver Jubilee institution has undergone 3 cycles of Accreditation and has been Conferred Autonomous Status for the period of 10 years. This reveals the calibre of Higher Education offered. With all the credentials earned so far, now the College is marching towards the next cycle of NAAC Accreditation. To meet the expectations of the stakeholders and establish itself as a College of Potential Excellence in the future, the College should continue to focus on quality sustenance and enhancement.