St. Joseph's College of Arts & Science (Autonomous)
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ACADEMIC AND ADMINISTRATIVE AUDIT

St. Joseph's College of Arts & Science (Autonomous), Cuddalore-1

CONSOLIDATED ACADEMIC AUDIT REPORT
(For all the Departments)
(2020-2021)

The academic audit was conducted for the following departments of St. Joseph's College of Arts & Science (Autonomous), Cuddalore- 1 on 17th March 2021in their respective departments. They were Bio-Chemistry, Bank Management, Business Administration, Commerce, Economics, English, History, Mathematics, Microbiology, Physics, Psychology, Statistics, Social Work, Tamil and Zooogy. The departments of Computer Science and Computer Applications had their academic audit on 18th March 2021.

The following table lists out the experts, their designation and the departments in which they conducted the audit on 17th and 18th March 2021.

Table 1: List of Experts, their designation and their conduct of audit in the departments

S. No.	Name and Address of the Experts	Department
1.	**Dr. A. Royal Edward Williams,** Assistant Professor, Department of Economics, Sacred Heart College (Autonomous), Tirupattur	Economics
2.	**Dr. S. Sasikumar,** Head, Department of Management Studies Sacred Heart College (Autonomous), Tirupattur	BBA
3.	**Mr. R. Veerappan,** Head, Department of Business Administration Sacred Heart College (Autonomous), Tirupattur	BBM
4.	**Dr. P. Balasubramaniam,** Head, Department of Tamil (Shift 2) Sacred Heart College (Autonomous), Tirupattur	Tamil
5.	**Dr. M. Fernandus Durai,** Assistant Professor, Department of Bio-Chemistry Sacred Heart College (Autonomous), Tirupattur	Bio-Chemistry
6.	**Mr. S. Senthilkumar,** Associate Professor In Botany, Dean, School of Life Sciences, St. Joseph's College (Autonomous), Tiruchirappalli - 620 002	Zoology
7.	**Rev. Dr. Emmanuel Arockiam Sj,** Assistant Professor - Head & Library Director Jesuit Residence, St. Joseph`s College, Trichy- 620002	Psychology
8.	**Dr. T. Rajaretnam,** Associate Professor and Head, Department of Mathematics, St. Joseph's College (Autonomous), Thiruchirapalli-620002.	Statistics
9.	**Dr. J. Michaelsammanasu** Associate Professor, Department of Management Studies, St. Joseph's College (Autonomous), Thiruchirapalli-620002.	Commerce

10.	Dr. Arunkumar, Associate Dean (Iqac), Bishop Heber College, Tiruchirappalli,	Social Work
11.	**Dr. D. Anuradha** Assistant Professor & Head, Department of History Loyola College (Autonomous), Chennai.	History
12.	**Dr. A. Lourdusamy,** IQAC Director & Associate Professor, Department of Mathematics, St. Xavier's College (Autonomous), Palayamkottai-627002.	Mathematics
13.	**Dr. R. Azhagu Raj,** IQAC Assistant Director & Assistant Professor, Department of Zoology, St. Xavier's College (Autonomous), Palayamkottai-627002.	Zoology
14.	**Dr. D. Prem Anand,** Head & Assistant Professor, Department of Physics, St. Xavier's College (Autonomous), Palayamkottai-627002.	Physics
15.	**Dr. Y. Jaya Vinse Ruban,** Head & Assistant Professor, Department of Chemistry St. Xavier's College (Autonomous), Palayamkottai-627002.	Chemistry
16.	**Dr. S. Aloysius Albert,** Dean of Students & Assistant Professor, Department of English St. Xavier's College (Autonomous), Palayamkottai-627002.	English
17.	**Dr. A. Martin** Assistant Professor, Department of Computer Science School of Mathematics and Computer Sciences Central University of Tamil Nadu, Thiruvarur – 610 101	Computer Applications
18.	**Dr. Prasanna Venkatesan** Professor, Department of Technology Pondicherry University, Puducherry.	Computer Science

Suggestions Made for all the Departments

Following are the suggestions made by the experts in the concerned departments.

I. Curriculum

- PO/CO/PSO needs to be updated with Bloom's Taxonomy.
- PO, PSO and CO should reflect Vision & Mission of the Institution
- The no. of PSOs can be limited.
- Syllabus can be modified based on the students' feedback. Physical feedback can be more meaningful.

- During Syllabus formation or revision – feedback from industry experts could be obtained
- Action Taken report based on the suggestions from alumni/ subject expert / students/ parents/ industry experts
- Extra-credit system shall be incorporated beyond the 140 credit points.
- Internal – External Proportion of 25:75 shall be improved to 30:70. The proportion of 35:65 shall be upgraded systematically through the curriculum development committee and academic council.
- Remedial classes shall be utilized for gap rectification beyond subject performance (communication/presentation skills shall be improved).
- Textbooks and reference books should be updated.
- TNSCHE/UN/UGC model of curriculum upto 70% could be incorporated.
- Practical papers can be included in the commerce subjects.
- Question paper blue print for accounts papers can be given.
- Certificate course can be included in the mark statement.
- Students should be encouraged to participate in all the courses.
- All the faculty members and UG/PG/M. Phil students can be motivated to join SWAYAM/NPTEL and others online courses.
- Still more value added courses can be added.

II. Curriculum Transaction

- Experiential learning can be video documented and uploaded for the self-improvement and publicity.
- Making use of Google platforms will create more efficient communication of activities performed.
- E-learning materials can be increased. Virtual labs and bioinformatics softwares and database for practicals can be used.
- All contents must be uploaded in college website because when evidence is given in NAAC SSR, only the link in the college website has to be given.
- Projects can be implemented for all the UG departments.
- ALL Staff members can encourage the students to apply for student project schemes.
- PG/M.Phil student projects are to be deposited in the department library.
- Field related problems or studies are to be given as UG Projects

III. Faculty Profile

- Staff should be aware of funding agencies.
- Project can be applied to ICSSR, UGC and Govt. agencies.
- Material resources prepared by the staff can be given to the students
- All the staff members are suggested to act as resource persons.
- Staff can apply for PhD guideship.
- Seed funds offered by the college can be utilized by the departments by way of writing internal projects. This will encourage the staff to apply for funding agencies.
- Staff publications must be improved. They must be encouraged to publish in the scopus indexed or SCI journals.
- Staff can organize more E-programmes like webinars/ workshops/ FDP/ Orientation/ Refresher courses. Staff should try to conduct UGC sponsored seminars/workshops.

- Staff can be encouraged to participate in the FDP programmes organized by ATAL or by recognized bodies.
- Professional body membership shall be established.
- Staff need to undertake online NPTEL Swayam courses for NAAC score
- Certificate Courses could be conducted.
- Swayam courses can be included into the curriculum in the form of credit transfer approved by BoS and Academic Council
- Soft Skills courses could be added to Value added courses
- 2 day / 5 day seminars/conferences are only accepted by UGC

IV. Profile of Students

- Awareness can be given to Plus two students in and around Cuddalore by way of organizing competitions and quiz programmes etc.
- Students can be encouraged to participate in more inter-collegiate competitions, seminars etc.
- First and second year students can be allowed to take part in industrial visits and internships.
- E-content collection shall be made (Youtube and other videos; e-book collections)
- Industrial visit report must contain the student feedback to remain more meaningful learning.
- Innovation/creative ideas of students shall be presented in innovation/proposal contests.
- Alumni talk series/ CEO talk series/Industrial talk series/ Entrepreneurial talk series can be arranged.
- The students participated and who were awarded in various clubs, NSS, NCC, VSL, Rotary, YRC, Consumer Club, RRC etc should be included in student's achievements.
- YUVA club can be started.
- Yoga classes can be started in the department level on working days every year.
- Social and public awareness programmes can be conducted by the department students.
- Details of passed out students CS, CMA, CWA should be included with certificates.
- Best alumni awards can be instituted for the department.
- PG final year students can be instructed to apply for NET/SET in the final semester.
- Field-work projects for PG could be initiated
- PG projects need to checked for plagiarism and certificate needs to be attached
- Creative assignments could be given to PG students.
- Remedial classes for the UG/PG arrear students in every semester to be arranged.

V. Infrastructure of the Department

- In each room LCD can be installed
- Management can provide separate research lab for Ph.D program.
- LED bulbs can be provided for each class room
- Separate dustbin (composable, decomposable) can be provided
- Printers can be provided to the teachers

- Autoclave, Laminar cell count can be provided (For Microbiology).
- Licensed Software can be purchased (SPSS).
- UV Spectrometer can be purchased.

VI. Activities of the Department

- At least 5 MOU must be established by each department
- The departments can have the MOUs with laboratories and corporate sectors.
- Under MOUs, activities can be implemented.
- Consultancy works either free or paid must be documented accordingly.
- Collaboration with local industries shall be established and through which internships shall be developed.
- Collaboration could be thought of with various other research centre and educational institutions
- Roadmap for achieving milestones proposed in 1 year and 5 year plan must be laid to verify the progress.
- FDP/Refresher programme may be organized for nearby school teachers
- Extension activities can be organized regularly.
- Department e-Newsletters could be thought of and Department Magazine could be improved containing materials/writings/drawings/ from students in large number
- E-newsletters can be published every semester by each department.
- Departments need to maintain report & certificate, Letter from the agency of the visit, Call letter, Van Invoice, Bills, Toll Gate or permission letter from the Principal for industrial visits.

VII. General Recommendations:

- B.A. Economics can be started.
- B.Sc Psychology can be started.
- For MA English Syllabus – a course can be added for Competitive Examinations like NET/SET with MCQ type
- Scientific Questionnaire must be administered for collecting feedback.
- Students and Alumni can take part in the board of studies meeting
- Action Taken Report must be available after the feedback is received.
- Student satisfaction survey on teaching learning process can be conducted. Action Taken Report must be generated and discussed.
- Refinement of CO, PSO, PO must be undertaken. In writing CO forbidden Action verbs must be avoided.
- Evaluation of attainment of outcome must be undertaken.
- Steps can be taken to make more students pass NET/SET/ Competitive Exam. Action Taken must be available for each venture after conducting the programmes.
- Developing a well-equipped centre to train the students for competitive exams can be aimed.
- For differently abled, infrastructure is to be made available. The campus should be differently abled friendly.

- Seed money for Research in terms of incentives for paper publication in Scopus, WOS, SCI journals to be given
- Staff members can explore the possibility of attending international seminars
- Students can be informed about the chances available for studies in other countries
- All the Departments must have smart class room facility. It should be used optimally. Log book should be maintained for the usage.
- Students from other states can be admitted in UG/PG programmes.
- Research Collaboration to be established with foreign and Indian universities
- Students summer training collaboration to be established with academy /industry
- VSL can be extended to all students
- Steps can be taken to make more students pass NET/SET and Competitive Exams.
- Career Counseling could be initiated for the PG and final year UG students.
- For Placement, MOUs can be signed with industries, companies and training centres.
- Placement can be improved and the data should be maintained.

Enclosures:
1. The individual report of academic audit for each department is attached herewith the consolidated report.
2. The individual department academic audit report contains the detailed SWOC analysis and one and five year plan for the department.

Principal

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