



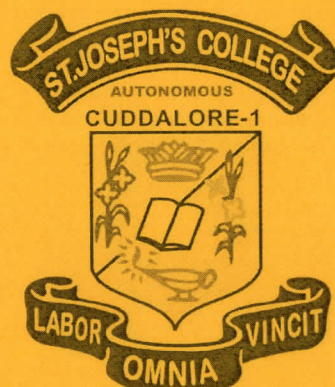
St. Joseph's College of Arts & Science (Autonomous)
Cuddalore – 607 001, Tamil Nadu.

E-mail : joseco127998@gmail.com
Website: www.sjctnc.edu.in

ACADEMIC AND ADMINISTRATIVE AUDIT



**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE – 607 001**



INTERNAL QUALITY ASSURANCE CELL (IQAC)

**ACADEMIC AUDIT REPORT
2020 - 2021**

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

CUDDALORE-1

CONSOLIDATED ACADEMIC AUDIT REPORT (2020-2021)

Proceedings of the Internal Quality Assurance Cell (IQAC) & Dean of Studies

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


 IQAC Coordinator
 COORDINATOR
 Internal Quality Assurance Cell
 ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE
 (AUTONOMOUS)
 Manjambalam, Cuddalore-607 001, Tamil Nadu

Dean of Studies


 Rev. Dr. A. ALEX, M.Com., M.Ed., M.Phil., NET, SET, Ph.D.,
 Dean of Studies & Head of BBM and BBA (CA)
 Placement, Entrepreneurship & Hostel Director
 St. Joseph's College of Arts & Science (Autonomous)


 Principal
 Dr. M. ARUMAI SELVAM, M.Sc., M.Phil., Ph.D.,
 PRINCIPAL
 St. Joseph's College of Arts & Science
 (AUTONOMOUS)
 CUDDALORE - 607 001.

Department Academic Audit Report

Name of the Department : SOCIAL WORK

Date : 17/03/2021

Name, Designation and Address of Academic Audit Experts:

Dr. B. ARUNKUMAR
Assistant Professor of Social Work,
Associate Dean of JAVAC,
Bishop Heber College (Autonomous)
Tiruchirappalli - 620012
98940-60326

Members of Staff Present:

- Mr. J. Durairaj
- Mrs. S. Vanathi
- Mrs. Perkish Salomina
- Mr. Mahimai Kulandei Yesu
- Ms. Vishali

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	⇒ Well-documented syllabus over the years	
	Contents of the Curriculum	Yes	Curriculum revisions are documented in a systematic manner →	⇒ Number of specialization courses can be increased
	Validation done Programme Outcome Course Outcome	Yes	Proper documentation with some components of OBE is followed.	A full-fledged Outcome Based Education (OBE) model curriculum can be followed
	IDC / EDC/NME/SWAYAM/ Value Added Courses	DC - Yes EDC - Yes NME - Not applicable course is offered Value Added - Yes	→ self-study (as on-extra-credit)	⇒ NO online courses / MOOC courses were prescribed / and credit
	Credits allotted / distribution - logic	Yes	Extra credit courses were offered	⇒ Nomenclature of the course can be fine-tuned

transcripts promoted

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes	Files for each methods is available	→ other evidences in the form of photographs can be given
	E-learning modules	Yes	⇒ Staff post course contents as youtube channel	⇒ A dedicated youtube channel can be made for dept.
	Project work UG/PG	Yes	⇒ Thesis / project-work as available	summarized list - can be made available
	Internal assessment – components – Uniqueness	Yes	⇒ Attendance is not included in CIA (CG)	⇒ Library hours can be taken into account in CIA
	Student support – remedial coaching	No	→	Remedial coaching / special efforts for slow learners can be done
	Parents meeting – evaluation of student's progress	Yes	Good documentation is done	Action taken Report on feedback can be given
	Feedback from students	No	Centralized	depts can be given evidences from college
	Steps taken on the feedback	No	" "	" "

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Faculty Profile	Projects completed / on going	Yes	generally funded	collaborative projects with related discipline is advised
	Seminars / conferences attended	Yes	well - documented	significant programmes can be highlighted as photo
	Papers / articles / books Published	Yes	4	
	FDP / RC / OC / Training Program / Workshop	Yes. Not applicable	workshop participation is good	—
	Preparation of E-learning materials / Content	Yes	only as youtube material	→ e- content to be made in a full fledged manner
	Acted as resource persons	Yes	⇒ Staff has potential to be a resource person	⇒ Consultancy earnings are very minimal
	M.Phil. & Ph. D awarded	Not applicable	No scope as no Ph.D holders.	→ Staff qualification need to be improved

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	No	- Centralised info is not available in the dept.	=> Departments can have access to digital evidences.
	Students involvement in extra-curricular & Co-curricular activities	Yes	=> Good record of achievements especially in culturally and sports	
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes	NO study tour have been undertaken - Internships are recorded well.	=> Motivated to undergo National Study tour
	Achievements	Yes	-	- significant achievements by students can be displayed

Criterion	Items	Verification Yes/No	Comments	Suggestions for Improvement
Infrastructure in the Department	No. of class rooms	Yes	⇒ Facilities are adequate →	→ Wall-mount LED in classrooms. → Specialization classrooms are needed. (2 rooms more needed)
	No. of laboratories	No	- for	computer lab for SPSS / coaching can be swen
	No. of computers – for teachers	1 (Yes)	only one compute is available for both staff / students	c)
	No. of computers – for students	No	only wifi facility is swen	⇒ Lab can be made available
	No. of computers – research scholars	Not Applicable	-	-
	No. of instruments	Yes	Adequate equipment for cultural performance is available	portable / Amplifier can be swen for organizing community programmes

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes	→ MoUs signed with 3 NAs.	- outcomes need to be documented with evidences
	Consultancy	Yes	but only on free - mode	-
	Collaborations	No	-	-
	Association Meetings	Yes	well - documented	-
	Guest lectures	Yes	-	list and details need to be summarized
	Conference / Seminar / Workshop conducted	Yes	- A conference is organized	Abstract books are available
	Extension Activity	Yes	→ happy to note the dept's coordinating extension programme of the college	
	Interaction with Industry / Research Centres / Educational Institutions	No	-	-
	Newsletters / Magazine	No	Per - -	Periodical newsletter can be brought out
	Placement	Yes		→ recent years have not been taken into account

Please comment on SWOC Analysis :

Strength: Young and vibrant, committed staff / students with NGOs / hospitals and other field work Agencies / Involvement is good / good network. The college has recognized the staff for their potential on extension / MoVs with NGOs / Cultural performance of students.

Weakness: Deficiency in admission strength against sanctioned strength due to / lack of mushrooming of institutions offering SWK programme. / inadequate JCT facility / qualified staff.


Opportunities: Department can adopt village / apply for more community based projects. / scope for MoVs with National NGOs //

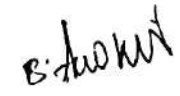
Challenges: Students with social work background is limited / more no. of colleges offering MoVs in nearby area. /

Best Practice (s) / Innovations of the Department: Documentation / spirit of cooperation and community focus

Future Plans of the Department:

- 1. One year Plan : To get fully qualified / availing financial support for projects.
- 2. Five Year Plan : To offer Research programmes like M.Phil and PhD.


 Signature of the HoD with Seal
MR. DURAI RAJ. J
 Assistant Professor & Head
 Department of Social Work,
 St. Joseph's College of Arts & Science
 (Autonomous), Cuddalore - 607 001


 Signature of the Academic Audit Experts
 Dr. B. ARUNKUMAR
 Assistant Professor & Coordinator
 Department of Social Work
 Bishop Heber College (Autonomous)
 Tiruchirappalli - 620 017.

Department Academic Audit Report - 2016 - 2020 .

Name of the Department : B.Com (Bank Management)

Date : 17/3/2021

Name, Designation and Address of Academic Audit Experts: R. Veerappan
Head, Dept. of Business Administration,
Sacred Heart College (Autonomous)
Tirupattur .

Members of Staff Present: Rev. Fr. Dr. A. Alex - Head
Mr. R. Purniyaseelan
Dr. G. Bhuvaneswari
Dr. R. Rajkumar

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Excellent.	
	Contents of the Curriculum	Yes	Excellent curriculum.	<ul style="list-style-type: none"> → Practicals may be included. → Projects can be implemented. → Include the date of BOS and Academic Council.
	Validation done Programme Outcome Course Outcome	Yes	Excellent	<ul style="list-style-type: none"> → Q.P. - Blueprint for accounts papers. → Self study papers & certificate course can include in the mark statement
	IDC / EDC/NME/SWAYAM/ Value Added Courses	Yes.	<ul style="list-style-type: none"> → Bakery and paper Products Manufacturing Training [15 days] → Pickle, Preservation [15 days]. 	<ul style="list-style-type: none"> → still include more value added courses to the students. → NME can divert to various departments
	Credits allotted / distribution - logic	Yes	Excellent.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes		
	E-learning modules	Yes	Youtube channel .	
	Project work UG/PG	NIL		→ Project work may be included .
	Internal assessment – components – Uniqueness	7.5 - ICA 7.5 - II CA 5 - Assignment 5 - Attendance .	online Entry (ERP)	
	Student support – remedial coaching	Yes	Excellent.	
	Parents meeting – evaluation of student's progress	Yes .	Reports are maintained in a Proper manner	Documentation in the department required
	Feedback from students	ERP.		Documentation in the department required
	Steps taken on the feedback	Yes .	Feedback are consider for subject revision	Documentation in the department required

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going	Yes Evidence not available.		Concentrate on more Projects.
	Seminars / conferences attended	Yes	23 - National 14 - International	
	Papers / articles / books Published	Yes Paper Publications	National - 18 International - 9 Edited publications	
	FDP / RC / OC / Training Program / Workshop	Yes.		
	Preparation of E-learning materials / Content	Yes [Softcopy]	Youtube links.	own Book material ^{resources} can be Prepared.
	Acted as resource persons	Yes		Encourage the staff members to go act as a resource person in various colleges.
	M.Phil. & Ph. D awarded	Nil.	Not applicable.	Convert into Ph Department

Criterion	Items	Verification Yes / No	App. Comments	Suggestions for improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes. ²⁰²⁰	I - 97 - 77 II - 85 - 70.	Give awareness to +2 students in and around Cuddalore by way of organising competitions, Quiz etc.
	Students involvement in extra-curricular & Co-curricular activities	Yes.	Inter Collegiate (Banco Beat) Conference. workshop.	Encourage students to participate in more inter collegiate competitions, Seminars etc.
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes.	Good	
	Achievements	Yes.	Indian Team (women) Football - 3.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Infrastructure in the Department	No. of class rooms	Yes	Shift I } 3 class II }.	
	No. of laboratories	Yes	Nil 83 Computers Commerce Lab. Ongoing process for B.Com (BM).	
	No. of computers – for teachers	Yes	21.	
	No. of computers – for students		83 Computers	
	No. of computers – research scholars		NIL	
	No. of instruments		NIL	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes.	3 - Loyola College, Sacred Heart College Auxilium.	→ MoU activities can be implemented.
	Consultancy	NIL		→ Encourage staff members for consultancy work.
	Collaborations	Yes	Student Exchange Programs. Tally - on going process.	
	Association Meetings	Yes	Good.	→ Organize more programs.
	Guest lectures	Yes	Good.	
	Conference / Seminar / Workshop conducted	Yes	Conference - 2 (International), Workshop - 6.	
	Extension Activity	Yes.	Intercollege Competitions - 2 Excellent.	
	Interaction with Industry / Research Centres / Educational Institutions	No.	Interactions during I.V.	
	Newsletters / Magazine	Yes.	2 Magazines.	
	Placement	Yes	Internal data	Documentation is required

Please comment on SWOC Analysis :

Strength:

Weakness:

Opportunities:

Challenges:

Best Practice (s) / Innovations of the Department:

Future Plans of the Department:

1. One year Plan
2. Five Year Plan


Signature of the HoD with Seal


Signature of the Academic Audit Experts

Rev. Dr. A. ALEX, M.Com., M.Ed., M.Phil., NET, SET, Ph.D.,
Dean of Studies & Head of BBM and BBA (CA)
Placement, Entrepreneurship & Hostel Director
St. Joseph's College of Arts & Science (Autonomous)
Cuddalore - 607 001.

DEPARTMENT OF COMMERCE (BANK MANAGEMENT)

Strength:

1. Our department organizes Skill Oriented programmes, seminars, conferences, workshops on regular basis.
2. Students from our department give their tireless involvement and complete participation in and out of our campus.
3. We hold Value Added Courses which are concerned with employability of the student and have successfully completed two course one regarding Event Management and the other regarding GST Programme.
4. Entrepreneur Development Programme (EDP) is being offered to the students every year.
5. Alumni's address the students on campus, share their memories and gives motivational speech every time they payes visit, as our department is more of student concerned and student friendly.
6. Our department does all sort of financial help that the student needs to pursue his/her degree.
7. Our department supports and helps student to get his/her employability.
8. Proper guidance and Counseling is given for the needy students and their problems are being sorted out at the earliest to pursue their studies peacefully.
9. Our department does effective team work holding well qualified staff members.
10. We are encouraging First year students to actively take part in the Extension activity/ Field Trip, Second year students to engage themselves for Industrial visit and the Final students for Educational Tour.

Weakness:

1. Most of the Staff members of our department are not going as Resource person for other campuses.
2. No Ph.D.Guideship for the staff members.
3. No minor or major research projects are done at our department

Opportunities:

1. A wide range of employability is given for the students of our department.
2. The scope is wide opened and the vacancies always stay in demand.
3. Our curriculum best suits for the Employment.
4. We possess Commerce lab through which, students could get their projects done within campus.
5. We hold Tally course, Professional courses and also conduct classes for banking and competitive exams.

Challenges:

1. Major group of the students are being engaged with part time jobs.
2. Students possess low communication skill.
3. Due to financial constraints students could not acquire extra courses that support their placement and employability.

Best Practices:

1. EDP is conducted every year along with Khadi industry.
2. Banco Beat is conducted on regular basis.
3. Magazine **B' Changers** is released every year by the department.
4. Students are given maximum exposure as they get participated in academic and extra-curricular activities in and out of the campus.
5. Investors Meet is organized every year by the government and the students are being sent for it.
6. Students attend Share Market related training programme.

Future plans of the Department:**One Year Plan:**

1. The Department is yet to conduct Tally Programme.
2. To organize Placement/ Employability oriented programmes.
3. The department has planned to organize Orientation programme on GST filing.
4. To initiate programmes that would help business startups (including Micro, Medium or Macro enterprises).
5. To initiate Entrepreneur programmes.

Five Year Plan:

1. To organize Business Executive programme.
2. To organize students seminar.
3. To organize Intellectual Property Rights (IPR) related programme.
4. To initiate Student Research projects.
5. To acquire Ph.D. guideship for all our staff members.
6. To publish Research papers, Articles and Books.
7. To encourage staff members to go as resource person for other campuses.

Department Academic Audit Report

Name of the Department : PG Department of Computer Applications

Date : 18.3.2021

Name, Designation and Address of Academic Audit Experts:

Dr. A. Martin,
Assistant Professor,
Department of Computer Science
School of Mathematics and Computer Sciences
Central University of Tamil Nadu.

Members of Staff Present:

A. John Pradeep Ebenezer
2

All Department Staff

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Internal Board of studies minutes are considered	Existing methodology is found good.
	Contents of the Curriculum	Yes	well updated At present through Seminars recent trends are covered.	Latest trends can be included in Units
	Validation done Programme Outcome Course Outcome	Yes	Outcome based course is followed	Attainment of outcome based Education should be practised from present Semester
	IDC / EDC/NME/SWAYAM/ Value Added Courses	Yes	Value added course, Swayam course are conducted	Practical difficulties in SWAYAM course. implementation. May be it given as one of elective course
	Credits allotted / distribution - logic	Yes	As per the norms of university it is followed.	Extra course - it can be selected from swayam.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes	Excellent	No of LCD projectors should be increased also department laptop
	E-learning modules	Yes	E-learning content for all subjects are available	Should be purchased in future four quadrant approach will be followed
	Project work UG/PG	Yes	Both UG & PG having project in syllabus	PG placement is achieved through project same approach should be followed for UG
	Internal assessment – components – Uniqueness	Yes	Internal viva, extension activities, practical-instant viva are considered	-
	Student support – remedial coaching	Yes	Remedial coaching classes conducted after the class hours	Pass percentage should be improved
	Parents meeting – evaluation of student's progress	Yes	It is followed	procedure should be developed to attain outcome of parents meeting
	Feedback from students	Yes	On-line feedback is collected.	Faculty feedback should be shared with faculty for improvement.
	Steps taken on the feedback	Yes	Feedback is available in softwares	should be maintained as hardcopy.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going	Yes	More importance is given to apply for funded project	Formality should be minimized to apply for project.
	Seminars / conferences attended	Yes	Very Good participation	That should be presented to students.
	Papers / articles / books Published	Yes	Very Good publication	Recommended to publish in ICI journal
	FDP / RC / OC / Training Program / Workshop	Yes	Good participation	Same topic should be presented to students.
	Preparation of E-learning materials / Content	Yes	Available for all subjects	E-materials are converted into ICM Quadrant system.
	Acted as resource persons	Yes	Good participation	Faculties should be encouraged
	M.Phil. & Ph. D awarded	Yes	Five faculty completed Ph.D	—

Four faculty submitted thesis.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	2:1 admission is implemented	Demand should be improved.
	Students involvement in extra-curricular & Co-curricular activities	Yes	Very Good participation.	-
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes	More than 90% of students involved.	Aim for government recognized (IIC) institutions.
	Achievements	Yes	Good number of participation.	TA/DA must be given to motivate the students.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Infrastructure in the Department	No. of class rooms	Yes	Enough class rooms are available	Department Specific Smart class room is introduced <i>should</i>
	No. of laboratories	Yes	Periodically systems are changed.	cloud usage should be increased.
	No. of computers – for teachers	Yes	Minimum 2 desktop should be needed for staff members	
	No. of computers – for students	Yes	Ratio is maintained	Service can be improved.
	No. of computers – research scholars	-	-	-
	No. of instruments	-	-	-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Yes	Minimum two (2) MOU is maintained	MOU with training institutions should be conducted.
	Consultancy	Yes	Four consultancy are maintained	It should be improved.
	Collaborations	Yes	Five collaborative works	"
	Association Meetings	Yes	Maintained	-
	Guest lectures	Yes	On-line guest lectures are conducted	Separate record with photos should be maintained
	Conference / Seminar / Workshop conducted	Yes	Seminars are organized	Virtual conferences are encouraged.
	Extension Activity	Yes	Good	-
	Interaction with Industry / Research Centres / Educational Institutions	Yes	collaboration with TCS & industry run by alumni.	Should be encouraged
	Newsletters / Magazine	No	should be released periodically	
Placement	Yes	PG-80%. UG-30%.	Should be improved	

Department Academic Audit Report

Name of the Department : PG & Research Dept of Computer Science

Date : 18.03.2021

Name, Designation and Address of Academic Audit Experts:

Dr. V. Prasanna Venkatesan
Professor
Dept. of Banking Technology
Pondicherry University

Members of Staff Present:

Dr. M. Arumaiselvam & All the Staff Members
Principal & HOD

	Verification Yes / No	Comments	Suggestions for improvement
	yes	→ satisfied	→ Try to implement open source software in the syllabus → use cloud databan
m	yes	content is good Syllabus is updated Periodically	→ Add web references in the syllabus → overlapping subjects per PG from UG papers should be avoided
	yes	Enough updation is done.	→ Add latest open source software/ programming languages like Python
AM/	yes	satisfied	→ suggest the students to choose skill based courses
on	yes	Good	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	yes	Have to improve	* Atleast 4 projectors should be available
	E-learning modules	yes	Satisfied	* Seperate smart classroom with editing tools should be available for credit online courses.
	Project work UG/PG	yes	Satisfied	Realtime and research oriented project should be done by the student
	Internal assessment - components - Uniqueness	yes	Satisfied	
	Student support - remedial coaching	yes	Satisfied	Build the collective document for remedial coaching classes conducted for the slow learners
	Parents meeting - evaluation of student's progress	yes	satisfied	Maintain and have a followup of the parents - teacher's meeting
	Feedback from students	yes	satisfied	Feedback score should be intimated to the staff for their improvement
	Steps taken on the feedback	yes	improve	should have a followup on the feedback and it has to be documented

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going	yes	Must improve	Should do MHRD, UGC DST projects
	Seminars / conferences attended	yes	Satisfied	Attend MHRD, UGC, ATAL sponsored seminars
	Papers / articles / books Published	yes	Satisfied	Try to publish book chapters
	FDP / RC / OC / Training Program / Workshop	yes	Satisfied	FDP programme should be under ATAL or reorganised courses. RC/OC should be attended
	Preparation of E-learning materials / Content	yes	It Satisfied	E-Content should be Validated by the Committee and periodically up dated
	Acted as resource persons	yes	Satisfied	
	M.Phil. & Ph. D awarded	yes	Satisfied	Research work should contribute to the society

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	yes		
	Students involvement in extra-curricular & Co-curricular activities	yes	Satisfied	
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	yes	Satisfied	Students should have training or industrial visit from MNC
	Achievements	yes	Satisfied	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Infrastructure in the Department	No. of class rooms	yes	Satisfied	All the classroom should have projectors, possibly
	No. of laboratories	yes	Satisfied	Separate lab should be provided for value Added / Diploma courses
	No. of computers – for teachers	yes	Satisfied	Department should be provided with atleast two laptops
	No. of computers – for students	yes	Satisfied	Systems should be changed for every 7 years (Batch mode)
	No. of computers – research scholars	yes	Satisfied	Research tools implemented.
	No. of instruments	yes		

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	yes	Improve	Suggestions are given.
	Consultancy	yes	Improve	Suggestions are given
	Collaborations	yes	Improve	''
	Association Meetings	yes	Satisfied	IBBB, ACM, CSI Chapters may be started
	Guest lectures	yes	Satisfied	through Alumni Knowledge sharing / placement can be assisted
	Conference / Seminar / Workshop conducted	yes	Satisfied	UGC sponsored seminar/ workshop should be conducted
	Extension Activity	yes	Satisfied	The details should be quantified
	Interaction with Industry / Research Centres / Educational Institutions	yes	Improve	
	Newsletters / Magazine	yes	Satisfied	Should mention the Volume / issue
	Placement	yes	Satisfied	

Please comment on SWOC Analysis :

Strength:

- ↳ Faculty
- ↳ Syllabus & Curriculum - Frequent Updations
- ↳ Placement
- ↳ Remedial Procedure & Training

Weakness:

- ↳ Upgradation of Infrastructure
- ↳ Educational disadvantage for consultancy

Opportunities:

- ↳ Better Outreach programmes may be planned
- ↳ Suitable / Useful SWAYAM courses may be selected for students

Challenges:

- ↳ Consultancy may be started with local industries in the industrial estate
- ↳ Building Research Reputation for getting MoUs
- ↳ Better Placements

Best Practice (s) / Innovations of the Department:

Updated Academic Process & Practising it methodologically along with skill training

Future Plans of the Department:

1. One year Plan - Consultancy / Training Programs / Projects for / Social Outreach
2. Five Year Plan - R & D Projects / MoUs / Collaborations

Signature of the HoD with Seal

[Signature]
18/3/21

Signature of the Academic Audit Experts

[Signature]
18/03/2021

Dr. M. ARUMAI SELVAM, M.Sc. (Maths), M.Sc. (CS), M.Phil. (CS), Ph.D.,
Head, PG and Research Department of Computer Science
St. Joseph's College of Arts & Science (Autonomous),
Cuddalore-607 001.

Department Academic Audit Report

Name of the Department : HISTORY

Date : 17/3/2021

Name, Designation and Address of Academic Audit Experts:

DR. D. ANURADHA
ASST. PROFESSOR & HEAD
DEPARTMENT OF HISTORY
LOYOLA COLLEGE
CH-34.

Members of Staff Present:

DR. L. SANKHARAJ
MR. M. JAYARAJ
DR. R. SUDARLI
MR. S. GAJALAKSHMI

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	COURSE OUTCOMES have to be mapped with the PSOs. This can be helpful in analysing the results	
	Contents of the Curriculum	Yes	Curriculum has been designed well. Enough stress has been given on Skill development.	Books for study list has to be updated. Internships can also be brought under the curriculum.
	Validation done Programme Outcome Course Outcome	Yes.	Each course needs to have CO - PSOs mapping. The PSOs must match with the PSOs of the college	Result analysis at the end of every semester is a must.
	IDC / EDC/NME/SWAYAM/ Value Added Courses	Yes	NME & Value Added courses are good. Efforts can be taken to enroll students in Swayam courses.	IDC papers can be offered along with other departments.
	Credits allotted / distribution - logic	Yes	Allotment and distribution of credits is good.	Internship & MOOCs can also be brought under credit system.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes	Maps are being used.	Digital teaching aids can be introduced.
	E-learning modules	Yes	Staff members are actively uploading e-learning materials.	Enhanced recording & editing facilities can be enabled.
	Project work UG/PG	Yes	Project work is being undertaken in a limited manner.	Students in the VI semester can be given compulsory project work.
	Internal assessment – components – Uniqueness	Yes.	Regular assessment is taking place. Student seminars are quiet.	Short term projects based on field work can also be made a part of assessment.
	Student support – remedial coaching	Yes.	Study material is being ^{encouraging} meticulously prepared.	Remedial classes can be properly scheduled.
	Parents meeting – evaluation of student's progress	Yes	Continuous parents meeting is taking place.	Feedback from the parents needs to properly documented.
	Feedback from students	Yes	No separate feedback is taken in the department.	Department can collect feedback from the students.
	Steps taken on the feedback	Yes.	Steps have been taken but no documentation evidence.	Feedback mechanism is a must. Parent, student, Alumni & Peer – feedback has to be taken, properly documented. Also the steps taken have to be specified.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Faculty Profile	Projects completed / on going	No	No ongoing projects.	Faculty members can be encouraged to apply to funding agencies.
	Seminars / conferences attended	Yes.	The department is organising seminars & conferences.	Supporting evidences - invitation card, Registration details, papers presented & photos have to be updated.
	Papers / articles / books Published	Yes	Few publications are present.	Faculty have to actively publish in UHC care journals
	FDP / RC / OC / Training Program / Workshop	Yes	Faculty are attending FDPs & workshops.	
	Preparation of E-learning materials / Content	Yes	All faculty members are preparing e-learning content.	Workshops on preparing effective e-learning content can be organised.
	Acted as resource persons	No	Faculty members are members of advisory committee.	Faculty members have to upskill.
	M.Phil. & Ph. D awarded	No.	1 - Faculty has been awarded Ph.D. 1 - Faculty is undergoing PhD programme.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	There is an increased demand for students opting for History major	Management can consider reopening PG in the Dept of History
	Students involvement in extra-curricular & Co-curricular activities	Yes	Students are actively involved in extra-curricular & co-curricular activities.	Proper documentation of students activities has to be maintained
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes	Internship can be arranged for students in the final year. Field visits, study tour, exhibitions - have to be frequently organised	Study tour can be arranged per semester. Industry interaction can be arranged along with internship to provide placement opportunities.
	Achievements	Yes	Students achievements in extra-curricular and co-curricular activities are documented	Student achievement file has to be updated. Extra curricular and co-curricular activities must be separately documented

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Infrastructure in the Department	No. of class rooms	Yes	Classrooms are well maintained.	—
	No. of laboratories	—	—	—
	No. of computers – for teachers	Yes	One for the entire department	Can be increased.
	No. of computers – for students	No	—	—
	No. of computers – research scholars	No	—	—
	No. of instruments	Yes —	—	—

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	No	-	The department can plan for MOUs with state agencies.
	Consultancy	No	-	-
	Collaborations	No	-	The department can collaborate with other institutions to organise workshops & exhibitions
	Association Meetings	No	-	Association can be actively organising meetings to conduct seminars, guest lectures etc.!
	Guest lectures	Yes	Frequent guest lectures are being organised	Evidences for conducting of guest lectures - invitations, registration, participation details, photos for such programmes must be updated.
	Conference / Seminar / Workshop conducted	Yes	"	
	Extension Activity	Yes	Students are working with MSCW in extension activity in a limited way	Extension activity can be enhanced. Students can work in small communities to create awareness on social issues.
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Interaction is very limited.	Industry-Department interaction has to be enhanced.
	Newsletters / Magazine	Yes	The department has brought out newsletter - but the practice has been discontinued	Newsletter to bring out students' creativity can be encouraged.
Placement	Yes	There is good number of placements from the department	Particulars of the students placed in various fields has to be collected and proper documentation has to be maintained.	

Please comment on SWOC Analysis :

Strength:

The department is focusing on preparing students for competitive examination.

Weakness:

① The department has to focus on developing students' aspiration to learn History
② Faculty has to upskill.

Opportunities:

The department needs to focus on developing History as a discipline.

Challenges:

Funding of various programmes

Best Practice (s) / Innovations of the Department:

Conducting Value Added Courses - Indian History for Competitive Exams
is good & useful to all students of the college.

Future Plans of the Department:

1. One year Plan

Providing study material for students enrolled in the value added courses.

2. Five Year Plan

① Developing a well equipped centre to train students for competitive exams.

② Focus on mastering History as a discipline

Signature of the HoD with Seal

Signature of the Academic Audit Experts

Dr. D. Anuradha
17/3/21

Dr. D. ANURADHA, PhD
Head of the Department
Department of History
Loyola College (Autonomous)
Chennai-600034

Department Academic Audit Report

~~BBA~~ · 20-21

Name of the Department : BBA (CA)

Date : 17/03/2021

Name, Designation and Address of Academic Audit Experts:

DR. S. SASI JUMAR.
ASSISTANT PROFESSOR & HEAD
SACRED HEART INSTITUTE OF MANAGEMENT
STUDIES
SACRED HEART COLLEGE

Members of Staff Present:

1. Mr. M. Om Prakash
2. Dr. M. Monika
3. Mrs. A. Poornagal.
4. Mrs. V. Devi Shree

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Y.	Curriculum designed based on corporate expectations.	Single or uniformity can be followed in Text book.
	Contents of the Curriculum	Y.	ideal & standard	
	Validation done Programme Outcome Course Outcome	Y.	Specific outcomes are excellent.	
	IDC / EDC/NME/SWAYAM/ Value Added Courses	Y.	Motivated by the dept.	It can be highlighted in the curriculum.
	Credits allotted / distribution - logic	Y.	logically distributed.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	Y	Good using modern methods.	Experiential learning methods can be used
	E-learning modules	Y		
	Project work UG/PG	Y	Students have regular practice in carrying out the research project.	
	Internal assessment – components – Uniqueness	Y	At the CA components.	
	Student support – remedial coaching	Y	Both advanced & slow learners are given importance.	
	Parents meeting – evaluation of student's progress	Y	regularly conducted.	
	Feedback from students	Y	collected centralized	
	Steps taken on the feedback	Y	-	Physically can be done.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going	Y	Staff can write Projects	Apply projects for SSR UGC, & govt agencies.
	Seminars / conferences attended	Y		Organize conferences
	Papers / articles / books Published	Y	Staff members publish articles. regularly	Recommended to Publish in UGC & Scopus indexed
	FDP / RC / OC / Training Program / Workshop	Y	Nice Initiative taken.	
	Preparation of E-learning materials / Content	Y.	Come out with E Learning content	
	Acted as resource persons	Y.	one staff acted	Other staff member can develop their visibility -
	M.Phil. & Ph. D awarded	N		can apply for Ph.D Guideship.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Y		Dept. visibility can be projected
	Students involvement in extra-curricular & Co-curricular activities	Y	Good.	
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Y.	Good	
	Achievements	Y.		Bring out the students innovation. like talent hunt

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Infrastructure in the Department	No. of class rooms	Y	Sufficient .	
	No. of laboratories	Y	adequate .	
	No. of computers – for teachers	Y	adequate	
	No. of computers – for students	Y	adequate .	
	No. of computers – research scholars	N	Not available .	
	No. of instruments	Y	1 printer .	licenses software can be purchased like SPSS .

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	Y		
	Consultancy	Y		consultancy can be strengthened
	Collaborations	Y		
	Association Meetings	Y		
	Guest lectures	Y	conducted	satisfied
	Conference / Seminar / Workshop conducted	Y	organized	
	Extension Activity	Y	Regularly in organizing extension activities	
	Interaction with Industry / Research Centres / Educational Institutions	Y		
	Newsletters / Magazine	Y		
	Placement	N	MOU can be Signed	

Please comment on SWOC Analysis :

Strength:

Weakness:

Opportunities:

Challenges:

Best Practice (s) / Innovations of the Department:

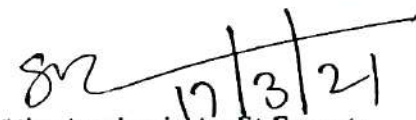
Future Plans of the Department:

1. One year Plan
2. Five Year Plan

Attached



Signature of the HoD with Seal



Signature of the Academic Audit Experts

Rev. Dr. A. ALEX, M.Com., M.Ed., M.Phil., NET, SET, Ph.D.,
Dean of Studies & Head of BBM and BBA (CA)
Placement, Entrepreneurship & Hostel Director
St. Joseph's College of Arts & Science (Autonomous)
Vellore - 507 004

Dr. S. Sasikumar, MBA., M.Phil., Ph.D.
Head of the Department,
Department of Management Studies,
Sacred Heart College (Autonomous),
Thrupattur-635 801, Vellore DL, TN, India

**St. Joseph's College Of Arts And Science [Autonomous]
Cuddalore-1**

Department Of Business Administration (CA)

SBOC ANALYSIS

<p align="center">Strengths</p>	<ol style="list-style-type: none"> 1. Highly qualified and well experienced faculty members. 2. Multidisciplinary nature of the department enables the students to learn Business Administration / Computer Application / Commerce / Banking / Entrepreneurship. Etc. 3. Encouraging and supporting the students to take part in Professional development programmes organized by the Professional Bodies like CII , MMA, etc. 4. Encouraging to students to pursue as many self learning courses of their interest offered through MOOCS. 5. Training the students to take part in certification coursed offered by NSE / NISM. 6. Encouraging the students to acquire industrial exposure through final year projects. 7. Enabling the students to take part in inter college curricular and co-curricular competitions to nurture and enhance their interpersonal and communication skills. 8. To improve the communication (reading / comprehending / vocabulary) the students are provided with business dailies like Business Standard Economic Times and The Hindu. 9. The students are mentored by stock sub-brokers and traders to learn about trading and investing skills. (MOFSL, Cuddalore & Ideal Associates, Namakkal)
<p align="center">Blind spots</p>	<ol style="list-style-type: none"> 1. Lagging interfacing with the industry and premium institutions. 2. Beyond the hype of academic research meaningful research shall be done to uplift the standard of students. 3. Failing to update industry knowledge and lagging the pace of self-learning.
<p align="center">Opportunities</p>	<ol style="list-style-type: none"> 1. Training the students in pursuing stock market operations and choose trading as a career to remain financially independent. 2. Enabling and encouraging the students to pursue entrepreneurship making them job provider. 3. Encouraging the students to involve in production and value chain operations as they are able to satisfy the demand of the product and services. 4. Encouraging the students to involve in Export operations thereby accumulating foreign reserves which have a

	<p>direct impact on the country's economy.</p> <p>5. To encourage, support and guide the students to take part in PG entrance examinations like CAT, MAT, GMAT, TANCET etc.</p>
Challenges	<p>1. Most of our students are from rural background, lack communication skills and mentally reluctant to expose themselves to urban conditions.</p> <p>2. Most students are from poor financial condition, hence they perform part-time job for their livelihood, pay their fees. In such a condition it is challenging to manage the ethical dilemma between education and short term jobs. It restricts many students to join paid courses offered.</p> <p>3. Failing to update industry knowledge and lagging the pace of self-learning.</p>

BEST PRACTICE (S) OF THE DEPARTMENT

1. The department inculcates the habit of investing among students with a motto of creating a mindset to attain financial freedom at an early age. To support the same the department guides the students in creating **Demat Account and making them invest in equities / securities / sovereign gold bonds / mutual funds / Post office savings schemes and other financial investment instruments.** The students are nurtured in such a way, that they are able to pick appropriate investment instruments which suits their financial condition and risk appetite. **The rationale behind the idea is to make them realize the power of compounding / importance of early life stage investment and early retirement.**
2. The department ideally focuses on **Professional development;** hence the students are exposed to high profile industrial forums organized by the **Confederation of Indian Industries (CII) & Madras Management Association (MMA).** The exposure enables them to understand the real industrial scenario which enables them to bridge the gap between the Academia and Industry. It also enables the students to establish contact with the realtors in the industry. The student's attitude is redefined by the personalities they meet in such forums.

SHORT TERM PLAN (1year)

1. Introduction of employability courses like **TALLY, Web designing, Professional photography etc.**
2. To encourage the students tap the opportunities in emerging and fast growing trend of **Affiliate Marketing and Digital Marketing.**
3. To expose the students to **incubation centers and startup setups.**

LONG TERM PLAN (5 year)

1. Introduction of employability courses like **SAP / Block Chain Technology**
2. To encourage and guide the students to perform **Export activities (support system for licensing, procurement, value chain management shall be established).**
3. To encourage the students in pursuing **entrepreneurship in niche sectors of E-mobility, green energy and 5G technology.**

- To organize more E-programmes like webinars/workshops).
FDP/orientation/refreshers courses.
12. Professional body membership shall be established.
 13. E-content collections shall be made. [Youtube videos collection & others or book collections shall be made]
 14. E-content development must be given more importance.
 15. Industrial visit report must contain student feedback to remain more meaningful learning.
 16. Innovation/creative ideas of students shall be presented in Innovation/proposal contests.
 17. Consultancy work either free or paid must be documented accordingly.
 18. Collaboration with local industries shall be established and through which internships shall be developed.
 19. Man for placements shall be established with Sacred heart college [MBA Department].
 20. Roadmap for achieving milestones proposed in 1 year & 5 year plan must be laid; to verify the progress.

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)

1. Text books \rightarrow number of text books should be uniformly distributed for all subjects.
2. Collect student's feedback and based on the feedback syllabus shall be modified. [physical feedback from students shall be more meaningful].
3. Additional credit system shall be incorporated beyond the existing 140 credit points.
4. Experiential learning shall be video documented and uploaded for improvement of self and publicity shall be improved.
5. Making use of google platforms to create more efficient communication of activities performed.
6. Internal: External proportion of 25:75 shall be improved to 30:70 | 35:65 proportion, and upgraded systematically through curriculum development committee & Academic council.
7. Remedial classes shall be utilized for gap rectification beyond subject performance. [communication/presentation skills shall be improved].
8. Parent teachers meeting photos shall be recorded.
9. To make use of seed funds offered by college and promote internal projects and to propose for funding agencies.
10. Staff publications must be improved. Encouraged to be published in SCORM linked journal.

Department Academic Audit Report

Name of the Department : Department of Physics,
St. Joseph's College (Autonomous), Cuddalore

Date : 17-03-2021

Name, Designation and Address of Academic Audit Experts: Dr. D. Prem Anand
Assistant Professor
Dept. of Physics
St. Xavier's College (Autonomous)
Palayamkottai

Members of Staff Present: All Members of the Department

Criterion	Items	Verification Yes/No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Experts are there Every year updated	Industry, Student expert can be included in Board of Studies Get feedback from alumni/students/employers
	Contents of the Curriculum		Content is enough in all courses. Bridge course is conducted for major also.	The Unique of the curriculum in the local, regional, global contexts? For bridge course in major, printed text material should be available.
	Validation done Programme Outcome Course Outcome		5 COs are there. PO/PSO/CO not up to the mark.	6 CO to be written forbidden Action verbs to be avoided PO/PSO/CO are to be rewritten. Bloom's Taxonomy can be followed in its strict sense.
	IDC/EDC/NME/SWAYAM/ Value Added Courses		3 Valued added Courses are offered. Give 30-hour schedule for value added courses together with staff report/attendance/sample test papers. Only one-year students join SWAYAM.	All the students can be motivated to join SWAYAM Increase the number of value-added courses offered by the Dept. Maintain the record of students registering & passing in SWAYAM/..etc..& collect the certificate of students passed in SWAYAM
	Credits allotted/distribution -logic	No	check	Refer TANSCHÉ

Criterion	Items	Verification Yes /No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes	<ul style="list-style-type: none"> • Chalkboard instruction • Classroom discussion • Current events quizzes • Group discussion • Guest speakers • Individual projects • Practical • Making posters • Research projects • Assignments • Video lessons • Teacher-Centered Approach to Learning, • Student-Centered Approach to Learning 	E-contents produced need to be more professional with plagiarism free and references to be included with proper acknowledgement.
	E-learning modules	Yes	<ul style="list-style-type: none"> • G Suite External link (Gmail, Docs, Sheets, Classroom, Drive, and Calendar) • Tablets/laptops • Education-focused social media platforms • Video lectures 	To be increased The LMS installed has to be flaw free with used ID and password for both staff and students.
	Project work UG/PG	Yes	PG-Project-The Students studying II PG doing project in 4 th semester from the academic year 2017-2018 onwards Hard copies of the project available in the department library, also in college library	Explore the possibility of plagiarism checking for M. Sc project and M. Phil Dissertation.
	Internal assessment –components–Uniqueness		The following method we have followed for the internal assessment <ul style="list-style-type: none"> • Slip test • Seminars • Assignment • Open book test 	50:50=Internal: External can be followed.

		Hard copies of the components mark sheet is available in the COE office	
Student support –remedial coaching		Taken remedial classes for the arrear students in every semester. Maintaining the attendance register also pass percentage of the students for those who attend the remedial class.	Action Taken Report to be available and to be discussed in Dept. Feedback from students may be obtained for the remedial classed. This may be useful to prepare action taken report.
Parents meeting –evaluation of student's progress		Parents teachers meeting have been conducted twice in a year to improve the students progress.	Outcome to be made available
Feedback from students		Copies of feedback are available in the college office	Scientific questionnaire must be there
Steps taken on the feedback		Some changes are brought in curriculum	Action Taken must be analyzed in Board of studies/Dept.

Criterion	Items	Verification Yes/No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed/ongoing		No Projects	Apply for projects to Govt. & Non Govt. agencies
	Seminars/conferences attended		Staff have attended	To be increased. Five-day FDP/Conferences to be attended by staff. Many teachers can participate in Seminars/Conferences.
	Papers/articles/books Published		Some papers are there	Papers not enough To publish in Scopus WOS, SCI indexed journals
	FDP/RC/OC/Training Program/Workshop		Staff members show interest	T.A/DA, Reg., can be given
	Preparation of E-learning materials/Content		Some are there	To increase e-learning materials. 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.
	Acted as resource persons		Only a few	To Improve
	M.Phil. & Ph.D awarded		4 or 5 Ph.D.	All must complete. All should become UGC qualified teachers.

Criterion	Items	Verification Yes/No	Comments	Suggestlons for Improvement
Profile of Students	Demand ratio(Applications received Vs Sanctioned Strength)	Yes	UG: 110 : 74 PG : 55 : 25	Orally Teachers say less demand is there.
	Students involvement in extra-curricular& Co-curricular activities	Yes	<ul style="list-style-type: none"> a. Every year, Physics students participate in inter departmental competition b. Students also participate in department extra-curricular activities and also they participate in the other college programmes like dance competition, inter college competition and own the prizes c. Every year students participate in curricular activities like poster presentation, power point presentation, quiz competition and webinars conducted by Dept. d. Students participate in competition like quiz competition, problem solving programmes, power point presentations conducted by other college 	Chance for student participation to be increased
	Study tour/industrial visits/exhibitions / Internship /Training/Field Visits/Projects	Yes	<ul style="list-style-type: none"> a. Every year the final year students take up study tour b. Students participate in the VSL programme and extension activities In that first year will do the activities in the college campus, second year outside college. 	VSL can be for all. Maintain the report and evidence for having undertaken Study tour/industrial visits, etc...
	Achievements	Yes	Students are participating in the competition and own the prices in different area like sports, NSS, NCC, cultural events	Students can be motivated to join programmes like MTTS by NBHM. Maintain the record and evidence for the achievements of students.

Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
Infrastructure in the Department	No. of classrooms	Yes	UG : 03 PG : 01	In each room LCD can be installed
	No. of laboratories		UG : 03 PG : 02	Licensed software to be procured for computer labs with proper invoice and bills.
	No. of computers—for teachers	Yes	12	Log book to be maintained for the usage.
	No. of computers—for students		9	For the Dept. of Physics, lab can be established exclusively
	No. of computers –research scholars	Yes	9	Scholars may be provided computer with net
	No. of instruments	Yes	8	To purchase UV Spectrometer

Criterion	Items	Verification Yes/No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	Yes	01	More MOU's
	Consultancy	No	Policy at the college level to be available	May be provided to nearby school teachers
	Collaborations	No	Collaboration to be established	For research, student training, it is a must
	Association Meetings	Yes	There are meetings. Reports available	Still, it could be increased. Circulars/notices to be maintained together with the report and the report has to be signed by the staff-in-charge and attested by the HOD/Principal/any other concerned official.
	Guest lectures	Yes	A few staff engaged in it	More staff should undertake
	Conference/Seminar/ Work shop conducted	Yes	A few Records available	To be increased Reports to be signed by staff
	Extension Activity	Yes	Good no. of activities	VSL to be made for all A system must be in place to introduce VSL for all students.
	Interaction with Industry /Research Centres /Educational Institutions	No	To explore	Establish interaction
	Newsletters/Magazine	No	e-script can be made available	e-script is require no cost.
Placement	No	To explore. To increase the number of students getting Govt. jobs	To explore Job fair may be conducted.	

Please comment on SWOC Analysis:**Strength:**

- Department has dedicated and motivating staff.
- Department is offering value added courses for competitive exam and records are maintained for the same.
- E-resources are available in the Dept./College for teaching- learning process.
- University recognized certificate course is offered by the department.
- 5 Course Outcomes are written
- Final year students participate in Swayam online courses.
- More than 6 staff members from the department have taken classes for the students to face competitive exam apart from regular working hours
- Bridge course is conducted for 1 year UG students
- Result analysis is done and remedial classes are conducted.
- Daily activities of the department are recorded in the chronicle register
- Students are motivated to participate in any one of the following activities
 - Seminar
 - Poster presentation
 - Quiz competition
 - Paper presentation

- Monthly lesson plan for each subject is prepared by the staff members and the same is uploaded in the ERP portal.
- Department is engaged with different extension activities like NSS, NCC, YRC, RRC, VSL etc. and each student take part in any one of the activities.
- Learning management system is available in the college for both staff and student.
- Department has smart class room facility.
- Mentor/Mentee record is maintained in the department.
- Extension activities are carried out.

Weakness:

- Department has not maintained documentation for action taken report for result analysis
- There is no project carried out in dept.
- Department has no linkages and MOUs
- Less number of papers in scopus, web of science, science citation indexed journals.
- Lack of lab facilities.
- Lack of funding to conduct international conferences.

Opportunities:

- Chronicle register can be expanded in the form of Newsletter containing all the activities carried out by the department together with the detailed reports, photos, circular, brochure etc. and the report of the activity should be signed by the staff in charge affixing his/her seal and it can be attested by Principal/Vice-Principal/HOD/Concerned Official.
- All students can be motivated to join Swayam online course
- Documentation for add on courses can be strengthened with details in terms of certificates, 30-hr schedule, report of the teaches, attendance, photos etc...
- Separate file should be maintained for Swayam online courses along with the certificates.
- LCD projectors for all class rooms can be fixed
- Action taken report should be prepared for result analysis.
- Refinement of CO, PSO & PO for each course is needed
- There should be 6 course outcomes for each course rather than five outcomes. The level of cognitive complexity should be fixed for each course outcome.
- Evaluation of attainment of course outcome can be undertaken.
- Also, in setting question paper the level of course outcome and cognitive complexity can be mentioned against each question.
- All teachers can complete Ph. D as early as possible.
- All teachers should quality as per UGC norms.

Challenges:

- Introduce more value-added courses and certificate courses.
- Field projects should be introduced
- Attainment of PO/PSO/CO can be undertaken. This will definitely enhance the Self Study Report that the college is going to prepare.

Recommendation:

- 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

Feedback for the curriculum can be collected form the following 5 stakeholders

- Students
- Teachers
- Employers
- Alumni
- Parents

- 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 for feedback
- 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.
- VSL can be extended to all students. A system must be put in place for introducing VSL for all.
- 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
- For differently abled, infrastructure 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
- The Dept. has smart class facility. It should be used optimally. Log book should be maintained for the usage.

Best Practice(s) /Innovations of the Department:

- ✓ Providing basic knowledge about Physics for all the freshers of UG students.
- ✓ Endowment scholarship are provided for both students and staff members.
- ✓ Staff members and students come forward to help economically backward students for paying fees.
- ✓ Updating syllabus to improve skills.
- ✓ Providing Remedial classes for slow learners.
- ✓ Conduct of Village extension program.

Future Plans of the Department:

PLAN FOR ONE YEAR

- To conduct more competitive exams classes and career counseling programs.
- To motivate the students for higher education.
- To motivate the final year students to attend more Civil service/Bank exams / Coaching classes
- To motivate the students to participate in more National / International sports / cultural activities.

PLAN FOR FIVE YEARS

- To Organize more International Conferences
- To get more Ph. D guide ship
- To get more research articles / books in Department library
- To encourage the staff / students to publish more papers in UGC referred journals
- To start a Physics research lab



Signature of the HoD with Seal

Dr. S. KANESH, M.A., B.Ed., M.Phil., M.D.,
Assistant Professor & HOD,
R.G.U. Research Dept. of Physics,
Rajawade College of Arts & Science,
Chittoor - 521 001

Signature of the Academic Audit Experts

Department Academic Audit Report

Name of the Department : MICROBIOLOGY

Date :17-03-2021

Name, Designation and Address of Academic Audit Experts:

**Dr. R. Azhagu Raj
IQAC Asst. Director & Asst. Professor of Zoology
St. Xavier's College, (Autonomous)
Palayamkottai- 627002**

Members of Staff Present: H.O.D.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	<ul style="list-style-type: none"> Pre- Board of studies meetings minutes to be maintained Recent text books in UCI/PG syllabus to be included/ updated PO/CO/PSO is not upto the standard format prescribed using Bloom's Taxonomy 	<ul style="list-style-type: none"> UCI/PG Students representatives and Industrial expert can be include in the Board of Studies During Syllabus formation or revision – feedback from academic and industry experts could be obtained Action Taken report based on the suggestions from alumni/subject expert/students/parents/industry experts
	Contents of the Curriculum	Yes	<ul style="list-style-type: none"> Contents is good. Unit wise distribution in all papers (core/elective) to be uniformed 	<ul style="list-style-type: none"> Dept. offer certificate courses for other dept. students
	Validation done Programme Outcome Course Outcome	NO	<ul style="list-style-type: none"> PO and CO validation results is not available 	<ul style="list-style-type: none"> Maintain the PO and CO validation results
	IDC / EDC/NME/SWAYAM/ Value Added Courses	YES	<ul style="list-style-type: none"> Two valued added Courses are offered. Staff allotment for IDC/EDC courses notice/circulars to be maintained Subject code, Attendance, Question papers, results to be updated. 	<ul style="list-style-type: none"> All the faculty members and UG/PG/M. Phil students can be motivated to join SWAYAM/NPTEL and others online courses. Value Added Course –Records need to be maintained (30 hours / staff in charge / attendance / sample test papers
	Credits allotted / distribution	YES	OK	OK

	- logic			
--	---------	--	--	--

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes	<ul style="list-style-type: none"> Chalkboard and PPT 	<ul style="list-style-type: none"> PPT free from plagiarism, courtesy references to be included LCD /Smart class room to be provided in all classrooms.
	E-learning modules	NO	-	<ul style="list-style-type: none"> Use online tools/videos for practical's Use virtual labs and bioinformatics software's and database for practical's
	Project work UG/PG	YES	<ul style="list-style-type: none"> UG project not offered, PG-Project-The Students studying II PG are doing project work. ALL PG students to apply for TNSCST student project schemes. For PG/M.Phil student projects external examiners should sign in all copies of dissertation. 	<ul style="list-style-type: none"> UG project to be introduced ALL Staff members can encourage the students to apply for student project schemes. PG/M.Phil student projects to be deposited in the department library. Field related problems or studies are to be given as UG Projects Check list of Campus microorganisms to be studied and documented
	Internal assessment – components – Uniqueness	YES	<ul style="list-style-type: none"> Assignment Seminars 	<ul style="list-style-type: none"> Assignments should be uniform Assignments submission date, submitted to, page no, references to be included. Maintain the records of students seminar topics (date, subject, title of presentation/mode of presentation details)
	Student support – remedial coaching	NO	Records not available	<ul style="list-style-type: none"> Remedial classes for the UG/PG arrear students in every semester to be arranged

				<ul style="list-style-type: none"> Maintain the attendance register also pass percentage of the students who attend the remedial class. All staff members in the dept. maintain the record of student's progress (examinations/sports/cultural, etc)
	Parents meeting – evaluation of student's progress	NO	Records not available	
	Feedback from students	NO	Feedback of the students copies are available in the college office	Feedback forms to be validated
	Steps taken on the feedback	NO	-	Action Taken must be analyzed in Dept Board of studies.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going	YES	No Projects	<ul style="list-style-type: none"> All staff members in the dept. are encouraged to apply for major and minor projects.
	Seminars / conferences attended	YES	Data is not available	<ul style="list-style-type: none"> Staff members are encouraged to participate the Seminars and conferences
	Papers / articles / books Published	YES	14 papers only, no books	<ul style="list-style-type: none"> All Staff members regularly publish their papers or review articles in peer reviewed journals. (at least one article) Staff members encouraged to prepare the core subjects lab manuals.
	FDP / RC / OC / Training Program / Workshop	YES	Only one staff member attended the RC	<ul style="list-style-type: none"> College Management can encourage the Staff members to participate in RC/OC /FDP courses Staff members can attend the online RC/OC /FDP courses.
	Preparation of E-learning materials / Content	NO	Data is not available	<ul style="list-style-type: none"> All Staff members can be encouraged to prepare and upload the E-learning materials
	Acted as resource persons	NO	Data is not available	<ul style="list-style-type: none"> Staff members are encouraged to be resource persons in schools, programme, awareness program organized by NGOS etc.,
	M.Phil. & Ph. D awarded	YES	All staff members in the dept. are Ph.D holders	-

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	YES	Data available in the Dept.	Admit other states students in UG/PG programs .
	Students involvement in extra-curricular & Co-curricular activities	Yes	<ul style="list-style-type: none"> Students participate in various competitions. 	<ul style="list-style-type: none"> student participation in the extra-curricular & Co- curricular activities to be increased
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes	<ul style="list-style-type: none"> Data not available 	<ul style="list-style-type: none"> Maintain all records (Notices/permissions/circulars) related to Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects in the dept. Encourage the students to do Internship Training and Field Projects.
	Achievements	NO	Data Not available	<ul style="list-style-type: none"> Maintain the files related to Awards received by students inside and outside the college

Criterion	Items	Verification Yes/No	Comments	Suggestions for Improvement
Infrastructure in the Department	No. of class rooms	YES	5 class rooms	In each room LCD can be installed
	No. of laboratories	YES	3 Labs	<ul style="list-style-type: none"> • Maintain log books for every lab • Waste management to be improved • solid, liquid, and hazard wastes management to be improved
	No. of computers – for teachers	YES	2	<ul style="list-style-type: none"> • Additional computers and printers to be provided
	No. of computers – for students	YES	1	<ul style="list-style-type: none"> • Increase the number of computers
	No. of computers – research scholars	YES	1	<ul style="list-style-type: none"> • Increase the number of computers with plagiarism checking softwares
	No. of instruments	YES	Data is not sufficient	<ul style="list-style-type: none"> • Label all the instruments with year of purchase and grants. • make sure the working conditions of all instruments • Maintain log books for every instruments.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	No	<ul style="list-style-type: none"> File is not available Activities to be carried out after making MOU 	<ul style="list-style-type: none"> Minimum two MOU from Industry is to be established Dept. create more linkages with academicians
	Consultancy	No	<ul style="list-style-type: none"> Data is not available 	<ul style="list-style-type: none"> Consultancy to given to the nearby firms/ SME / cottage Industries.
	Collaborations	No	Collaboration to be established	<ul style="list-style-type: none"> Research Collaboration to be established Student summer training/ workshops collaboration to be established with academics /industry
	Association Meetings	Yes	Three to four meetings per year Reports not available	<ul style="list-style-type: none"> Number of Association Meetings could be increased Association Meetings Reports to be maintained in the dept.
	Guest lectures	NO	<ul style="list-style-type: none"> Reports not available 	<ul style="list-style-type: none"> Reports to be maintained in the dept.
	Conference / Seminar / Workshop conducted	No	<ul style="list-style-type: none"> Records Not available 	<ul style="list-style-type: none"> ALL Staff members are encouraged to organize Conference / Seminars. Conference / Seminar /Workshop to be conducted Reports and participants lists to be maintained Management can provide seed money to the staff members for organizing Conference / Seminars
	Extension Activity	NO	<ul style="list-style-type: none"> Students participation is low 	<ul style="list-style-type: none"> VSL to be made for all
	Interaction with Industry /	No	<ul style="list-style-type: none"> Records Not available 	<ul style="list-style-type: none"> Establish interaction

Research Centres / Educational Institutions			MOU/Linkages with Industry / Research Centers and Educational Institutions
Newsletters / Magazine	No	• Records Not available	<ul style="list-style-type: none">• Initiate Department level Magazine/Newsletter for each semester or academic year• Maintain copy of the magazine or newsletter in the department file for verification
Placement	No	• Records Not available	<ul style="list-style-type: none">• Career Counseling could be initiated for the PG and final year UG students

Please comment on SWOC Analysis :

Strength:

- All faculty members are qualified.
- Good infrastructure and lab facilities
- Students participated in Swayam online courses.

Weakness:

- There is no major/minor research project carried out in the dept.
- Department has no linkages and MOUs.
- Number of papers in Scopus, web of science, science citation indexed journals is very low.

Opportunities:

- All students and Staff can be motivated to join Swayam online course
- Documentation for add on Courses can be strengthened with details in terms of certificates, 30 hour schedule, report of the teaches, attendance, report etc...
- Separate file should be maintained for Swayam online courses along with the certificates.
- LCD projectors for all class rooms can be fixed
- Action taken report should be prepared for result analysis.

Challenges:

- Department placement to be established
- Introduce more value added courses and certificate courses.
- Field projects/Internships should be introduced
- Attainment of outcome can be undertaken

Recommendation:

- Remedial classes for the UG/PG arrear students in every semester to be arranged
- Research Collaboration to be established with foreign and Indian universities
- Students summer training collaboration to be established with academy /industry
- LCD/ smart class room and LED bulbs can be provided for each class room
- Establish interaction MOU/Linkages with Industry /Research Centers and Educational Institutions
- Feedback for the curriculum: Can be collected form the following 5 of stakeholders. Students, Teachers, Employers, Alumni, Parents
- 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
- Extending seed money to dept. to conduct seminars and incentives for paper publication in Scopus, WEB of Science journals

Best Practice (s) / Innovations of the Department:

Future Plans of the Department:

1. One year Plan
2. Five Year Plan



Signature of the HoD with Seal

Dr. J. Jayaprakash, M.Sc., PhD.,
Head, Department of Microbiology,
St. Joseph's College of Arts & Science,
(Autonomous), Cuddalore - 607 001.

Signature of the Academic Audit Experts
Dr. R. Azhagu Raj
IQAC Asst. Director & Asst. Professor of Zoology
St. Xavier's College, (Autonomous)
Palayamkottai- 627002

Department Academic Audit Report

Name of the Department : *PG + Research Department of Biochemistry*

Date : *17-03-21*

Name, Designation and Address of Academic Audit Experts: *Dr. M. FERNANDUS DURAI*
Asst. Professor.
Dept. of Biochemistry
Sacred Heart college
Tirupattur.

Members of Staff Present:

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	yes	good	Framed outcome based.
	Contents of the Curriculum	yes	Good	
	Validation done Programme Outcome Course Outcome	yes	There are expected outcomes.	
	IDC / EDC/NME/SWAYAM/ Value Added Courses	yes	water Quality course available	Students are encourage to participate all other courses.
	Credits allotted / distribution - logic	yes	As per the requirement credits are sufficient.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	yes	chalk → Talk → LCD available	
	E-learning modules	yes	conducted ZOOM, Google meet - provided.	
	Project work UG/PG	yes	PG students are guided by staffs	
	Internal assessment - components - Uniqueness	yes	sufficient component provided to the students.	
	Student support - remedial coaching	yes	Remedial coaching conducted by course teachers.	Test can be conducted every day to monitor the student progression.
	Parents meeting - evaluation of student's progress	yes	conducted - cordial relationship maintained.	
	Feedback from students	yes	feedback got from Alumni only.	feedback can be forwarded to the dept. for the betterment.
	Steps taken on the feedback	yes	Dept level steps taken.	Feedback can get from current students also every year.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Faculty Profile	Projects completed / on going	No	Projects not applied by the staffs.	staffs should aware of the funding agencies for project proposal submit.
	Seminars / conferences attended	yes	Attended good enough.	
	Papers / articles / books Published	yes	Papers + Books publishers very minimum level.	staffs can can be suggest must to publish papers in indexed journals.
	FDP / RC / OC / Training Program / Workshop	yes	HOD only few staffs only attended	can be suggest all the staffs should participate
	Preparation of E-learning materials / Content	No	Not Prepared	course teachers can be prepared. Dept in the plan upcoming days.
	Acted as resource persons	yes	HOD only acted as Resourc Person.	All should suggest to be act
	M.Phil. & Ph. D awarded	yes	Ph.D awarded.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	yes	sufficient strength received.	
	Students involvement in extra-curricular & Co-curricular activities	yes	Variety of activity students were participated.	
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	yes	3 rd yrs only allowed for IV Field visit.	Even I → II yrs can allowed to IV For local labs, Industries
	Achievements	yes	Students awarded by various activities Seminars, Conference Presentation.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Infrastructure in the Department	No. of class rooms	yes	sufficient.	
	No. of laboratories	yes	Good & sufficient	
	No. of computers – for teachers	yes	1 computers	Printer can be provided for the dept.
	No. of computers – for students	No	No	
	No. of computers – research scholars	yes	1 computers.	
	No. of instruments	yes	Available	For microbiology Autoclave, laminar cell counter can be provided.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Infrastructure in the Department	No. of class rooms	yes	sufficient.	
	No. of laboratories	yes	Good & sufficient	
	No. of computers – for teachers	yes	1 computers	Printer can be provided to the dept
	No. of computers – for students	No	No	
	No. of computers – research scholars	yes	1 computers.	
	No. of instruments	yes	Available	For microbiology Autoclave, laminar cell counter can be provided.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	NO		staffs can be suggest sign with good labry coop.
	Consultancy	NO		can be initiateel based an availability.
	Collaborations	NO		staff can be encourage towards collaboration in future also.
	Association Meetings	yes	No registres maintain	Register maintaining will help betterment.
	Guest lectures	yes.	Good no of lectures conducted.	
	Conference / Seminar / Workshop conducted	yes	conducted recent trends topic.	
	Extension Activity	yes	awareness camp, switch barath	conducting good psactices can be followed in future also.
	Interaction with Industry / Research Centres / Educational Institutions	NO	Student only Sending for Trainees.	
	Newsletters / Magazine	yes	Published JANA Nam.	
	Placement	yes	small no. of placement.	improve by make campus drive.

Please comment on SWOC Analysis :

Strength: Good syllabus, Publications, opportunity
Sufficient admission.

Weakness: Lacking of facilities. Instruments, MOUs, collaboration.


Opportunities: Availability of Research dept. increases the publication with
list indexed Journal. start consultancy + collaborations.

Challenges: placement, project, funding.

Best Practice (s) / Innovations of the Department: Magazine, Implant Training. Extension activities.

Future Plans of the Department:

1. One year Plan publication, MOUs, Project (on going)
2. Five Year Plan projects major funding agencies proposal



Signature of the HoD with Seal

Dr. P. MARIE AROCKIANATHAN,
ASSOCIATE PROFESSOR & HEAD,
PG & Research Dept. of Biochemistry,
St. Joseph's College of Arts & Science (Autonomous)
Cuddalore - 607 001.



Signature of the Academic Audit Experts

Dr. M. Fernandez Durai
M.Sc., M.Phil., B.Ed., Ph.D., C.I.C.,
Asst. Professor,
Dept. of Biochemistry,
Sacred Heart College,
Tirupattur-635 601. Vellore Dt.



St.Joseph's College CUDDALORE <josecol27998@gmail.com>

Fw: SJC-Academic Audit Report -Suggestions-Reg.

1 message

Fatheralex Arulthas <fatheralex@yahoo.co.in>

23 March 2021 at 13:55

To: "St.Joseph's College CUDDALORE" <josecol27998@gmail.com>

----- Forwarded message -----

From: michael sammanasu <michaelsammanasu@jim.ac.in>**To:** "fatheralex@yahoo.co.in" <fatheralex@yahoo.co.in>**Sent:** Thursday, 18 March, 2021, 11:26:27 pm IST**Subject:** SJC-Academic Audit Report -Suggestions-Reg.

Dear father

I am thankful to you for inviting me and feel proud to come to my alma mater.

I had a meaningful interaction with the faculty of Commerce and went through the report presented by the department.

I congratulate the Head and the entire team who worked very meticulously and drafted the report.

I find the attached suggestions to be incorporated in the final report.

Happy Feast day to you dear father convey my wishes to all the fathers.

Good Night.

--
Fraternally yours,
JMS

DR J MichaelSammanasu PhD

Associate Professor & Research Adviser

Chair HR, Alumni/ae Relations, Branding and Strategy

St.Joseph's Institute of Management (JIM)

St. Joseph's College, (Autonomous)

TIRUCHIRAPPALLI -620 002.Tamilnadu

Tel: 0431-2768021 (Resi), 4226484 (off), Mobile: 94427-40093

Email: michaelsammanasu@jim.ac.in michaelsammanasu@gmail.com-----
" Nothing Impossible " Luke: 1:37

 SJC-Academic Audit Report 17.03.2021.docx
16K

PG & RESEARCH DEPARTMENT OF COMMERCE

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE, (AUTONOMOUS)
CUDDALORE.

ACADEMIC AUDIT REPORT

Academic Audit External Expert

Dr.J.Michael Sammanasu, PhD,
Associate Professor and Research Advisor,
St.Joseph's Institute of Management (JIM),
St. Joseph's College, (Autonomous), Tiruchirappalli.

The Academic Audit Report for the Department of Commerce, St. Joseph's College of Arts and Science, Cuddalore was well prepared and I appreciate the Head and the Faculty of Commerce for meticulously drafting the report.

I would like to make the following suggestions to be incorporated.

- 1) Details of PhD program should be shown with Reference number, Part Time/Full Time, registered year and month and year of awarding.
- 2) Students strength should be given separately for boys and girls.
- 3) Commerce Lab can be crated for Virtual trading (online trading) for both UG and PG students.
- 4) Videos in YouTube can be added in teaching .
- 5) E-Content records can be maintained as subject wise and faculty wise.
- 6) Guest Lectures should be conducted for all classes at least one in a month and the Resource persons can be arranged from industries to have more of industrial exposures.
 - a) Alumni talk series can be arranged
 - b) CEO talk series can be arranged
 - c) Industrialist talk series can be arranged.
 - d) Entrepreneurial talks can be given by Women entrepreneurs.
- 7) Extension activities should be arranged for all the classes and outcome of the extension program should be given in concise manner.
- 8) In students achievements the cash prizes won by the students should be given and highlighted in detail.

9) Students participated and who were awarded in various clubs, NSS, NCC, Rotary club, YRC, Consumer Club, RRC etc., should be included in student's achievements.

10) Women achievements in football should be highlighted.

11) YUVA club can be started in the department.

12) YOGA classes can be conducted in the department level on working days every year.

13) Social and public awareness programmes can be conducted by the department students.

14) Commerce Club can be started and Alumni could be involved for the guest lectures series.

15) Details of passed out students CS, CMA, and CWA should be included with certificates.

16) Best alumni awards can be instituted for the department.

17) Best user of the library award can be instituted for the department students.

18) Students who cleared NET, SET, TNPSC, UPSC details should be maintained.

19) Details of Online course (SWAYAM, MOOC) completed by the students should be maintained.

20) PG final year students can be instructed to apply for NET & SET in the final semester.

21) In UG Income Tax subject can be given as core paper instead of elective.

22) a) In PG Legal Environment of Business can be changed as Business Ethics.

b) Human Resource Development can be changed as Human Resource Management.

c) Human Resource Development subject can be shifted to 1st semester and Strategic Management can be shifted to 3rd semester.

d) Consumer Behavior subject can be removed and Organizational Behaviour can be included.

e) NGO Management subject can be removed and International Business can be included.



Dr. I. SANKARANARAYANAN
M. Com. PG & Research
Associate Professor & Head
PG & Research Department of Commerce
St. Joseph's College (Autonomous)
Cannara, Palayamkottai, Tamil Nadu - 626 001, India.

Department Academic Audit Report

Name of the Department : ECONOMICS

Date : 17/03/2021

Name, Designation and Address of Academic Audit Experts:

Dr. A. ROYAL EDWARD WILLIAMS, M.A., Ph.D.,
Assistant Professor,
P.G. & Research Department of Economics,
Sacred Heart College (Autonomous)
Tirupattur - 635 601. Tirupattur Dist., TN.

Members of Staff Present:

- ① Dr. Alice Mathai
- ② Mr. S. Nirmal Raj
- ③ Dr. P. Murugamani

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Doc. is available.	Text book & reference should be updated.
	Contents of the Curriculum	Yes.	OK for Allied papers	Subscribed.
	Validation done Programme Outcome Course Outcome	Yes	Not yet available	Subscribed.
	IDC / EDC/NME/SWAYAM/ Value Added Courses	Yes.	Linked board website Scheme for Agri extension vol.	
	Credits allotted / distribution - logic	Yes	55 credits 51 for U.G 4 for P.G	As per the need. - sufficient

	Verification Yes / No	Comments	Suggestions for Improvement
	Yes	PPT, Check x table	Advanced learning can be implemented
	Yes	E-books, videos	Subscribed,
	No	—	—
s	Yes	Assignment, Seminar G.D. vs Debate	
al	Yes.	No Document	Supporting document should be placed.
	Yes	Document is available	Good Good coordination with parental Dept.
	Yes.	Available with ERP	Physical Document should be maintained.
ick	No	—	—

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going	No	Staff member should come forward to Apply to Funding Agency	Seed money can be initiated.
	Seminars / conferences attended	Yes	"	It was to conduct Good.
	Papers / articles / books Published	Yes	Very minimum in No.	Need to publish in UGC CARE (Indexed)
	FDP / RC / OC / Training Program / Workshop	Yes	Good.	Keep doing.
	Preparation of E-learning materials / Content	Yes	E. notes is available	It should be systematized.
	Acted as resource persons	Yes	Document is available	All the staff member should read Act-RP
	M.Phil. & Ph. D awarded	No	No Dept.	—

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	No	It is mixed.	—
	Students involvement in extra-curricular & Co-curricular activities	Yes	Good.	Keep doing
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes.	Supporting the parent dept.	Very nice
	Achievements	Yes	making the student to publishing	Good outcome → It can be implemented to other depts.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Infrastructure in the Department	No. of class rooms	No	Alined.	—
	No. of laboratories	No	"	—
	No. of computers – for teachers	One	Not in working condition	It has to be addressed.
	No. of computers – for students	No	—	
	No. of computers – research scholars	No	—	
	No. of instruments	No	—	

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	No	—	Dept. can come out with MoU
	Consultancy	No	—	"
	Collaborations	No	—	
	Association Meetings	Yes	Available -	Good.
	Guest lectures	Yes	=	Good -
	Conference / Seminar / Workshop conducted	No	Very need to do	It has to come forward with some funding Agency
	Extension Activity	Yes	Good.	Good.
	Interaction with Industry / Research Centres / Educational Institutions	No	Needed	need to do
	Newsletters / Magazine	No	—	—
	Placement	No	—	! Allied. Dept.

Please comment on SWOC Analysis :

Strength: Meeting with many students

Weakness: No Department

Opportunities: Expecting to have our Dept.

Challenges: Getting fund from funding Agency

Best Practice (s) / Innovations of the Department: Evolving to and guiding the students for Computer Exam.

Future Plans of the Department:

1. One year Plan Properly proposal for funding Agency
2. Five Year Plan to establish an Economics Department.

Alice Mathai

Signature of the HoD with Seal

Dr. ALICE MATHAI
Assistant Professor & Head
Department of Economics
St. Joseph's College of Arts, Science & Commerce (Autonomous)
Bangalore - 567 001.

A. Royal Edward Williams

Signature of the Academic Audit Experts
Dr. A. ROYAL EDWARD WILLIAMS, M.A., Ph.D.,
Assistant Professor,
P.G. & Research Department of Economics,
Sacred Heart College (Autonomous)
Tirupattur - 635 601, Tirupattur Dist., TN.

DEPARTMENT ACADEMIC AUDIT REPORT

Name of the Department : ENGLISH

Date : 17.03.2021

Name, Designation and Address of Academic Audit Experts:

**Dr. S. Aloysius Albert, M.A., M.Phil, Ph.D, NET, SET
Dean of Students & Assistant Professor of English
St. Xavier's College (Autonomous)
Palayamkottai, Tirunelveli District - 627 002
Mob: 9942508545
Email: alokealbert@gmail.com**

Members of Staff Present:

Mr. V.R. Suresh Kumar (HoD)
Mrs. Jackuline Suganthi
Mrs. Ann Lanka
Mrs. Ida Joicey
Mr. Selvanathan
Mrs. Mary
Mr. Arockia Doss
Mrs. Umamageshwari
Mrs. Indhu Sakthi
Mrs. Shalini
Ms. Gnana Soundari
Mrs. Jothilakshmi
Mr. A. Pradhap

Mr. Sebastian
Mr. A. Napolcan Joseph
Dr. Ashok Kumar
Mr. Malaiarasan
Mr. Prabakaran
Mr. A. Lenin
Mr. A. Velmurugan
Ms. W. Angel
Ms. A. Isabella
Ms. C. Suganya
Ms. S. Achudha
Mr. A. Arul Benito Gerald

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	<ul style="list-style-type: none"> • UG PG/M Phil Syllabi carry gradation • PO CO/PSO is not upto the standard format prescribed using Bloom's Taxonomy and the verbs from K1 to K6. • Only 30-40% syllabus is based on TNSCHE/UN/UGC model. 	<ul style="list-style-type: none"> • PO/CO/PSO needs to be updated with Bloom's Taxonomy • TNSCHE/UN/UGC model of curriculum upto 70% could be incorporated. • 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
	Contents of the Curriculum	Yes	<ul style="list-style-type: none"> • Unitization of the contents is good. • Revised every three years • Added Professional English Course in the curriculum. • Functional English is replaced with Communicative English as per TNSCHE/UGC regulations 	<ul style="list-style-type: none"> • Part-II contents of Curriculum need to be in order as it is given in the major subject curriculum. • New papers based on the needs of local student community could be added • Bridge Course text book needs initial information in the front pages regarding syllabus, division of days / hours and so on. (Personal Comment) • For MA English Syllabus – a course can be added for Competitive Examinations like NET/SET with MCQ type
	Validation done Programme Outcome Course Outcome	Yes	<ul style="list-style-type: none"> • PO as Institutional level, PSO as Dept. level and CO as Subject level are not validated using Bloom's Taxonomy. • 	<ul style="list-style-type: none"> • PO,PSO,CO should reflect Vision & Mission of the Institution • Limit the no. of PSOs • Use the model of Bloom's Taxonomy
	IDC / EDC/NME/SWAYAM/ Value Added Courses	Yes	<ul style="list-style-type: none"> • IDC – BBA/B.Com and B.A. English • IDC –B.A. English and BCA - GOOD • 21 students passing in NPTEL Swayam Courses is indeed praiseworthy. • NET/SET coaching is undertaken 	<ul style="list-style-type: none"> • Need to keep the record of IDC collaboration signed by HoDs & Principal • Maintain record of the students passed in NPTEL courses with their photograph and certificate • Value Added Course – English for

				<p>Competitive Examinations – Records need to be maintained (30 hrs / staff incharge / attendance / sample test papers)</p> <ul style="list-style-type: none"> • Staff need to undertake online NPTEL Swayam courses for NAAC score • Certificate Courses could be conducted • Include Swayam courses 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 • Include Extra-Credit courses into Value Added Courses • NET/SET coaching classes need to get result analysis. Nobody has cleared the exam so far. Strategy renewal/online training could be strengthened. Remuneration could be paid to the teachers handling coaching.
	Credits allotted / distribution – logic	Yes	<ul style="list-style-type: none"> • hours and credits match 	<ul style="list-style-type: none"> • include credit hours for Part-II English Courses

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes	<ul style="list-style-type: none"> Interactive Board Usage is Good Chalk-Talk, PPT, Smart Board, Audio-visual methods are used 200 E-Materials are added to website - GREAT 	<ul style="list-style-type: none"> Language Lab needs to fully established with latest software Archive – E-Content Folder E-Contents need to be plagiarism free Sample teaching aids, test papers need to be kept in record for verification
	E-learning modules		<ul style="list-style-type: none"> Access to Inlibnet & Delnet in library ERP-Enterprise Resource Planning 	<ul style="list-style-type: none"> MooC mer - Massive Open Online Courses LMS – Learning Management System Coursera & Edx could be utilized teacher's collections/question bank/animation/ recorded lectures/ software need to update and maintained
	Project work UG/PG	Yes	<ul style="list-style-type: none"> No project work for UG But Project Work for PG 	<ul style="list-style-type: none"> Field-work projects for PG could be initiated PG projects need to checked for plagiarism and certificate needs to be attached
	Internal assessment – components – Uniqueness	Yes	<ul style="list-style-type: none"> CIA marks 25 VS Semester 75 Formative Vs Summative 	<ul style="list-style-type: none"> Sample test papers / corrected assignments/ scoring sheet of Google Classroom need to be kept in record for verification Creative assignments could be given to PG students
	Student support – remedial coaching	Yes	<ul style="list-style-type: none"> It is done Attendance is maintained 	<ul style="list-style-type: none"> Follow up Activities Result Analysis Sample test papers/assignments Feedback from students need to be obtained
	Parents meeting – evaluation of student's progress	yes	<ul style="list-style-type: none"> Every Semester PTA meetings is conducted and Feedback is received Mentor file is kept in order 	<ul style="list-style-type: none"> Scientific Questionnaire could be prepared for feedback
	Feedback from students	Yes	<ul style="list-style-type: none"> During Convocation feedback is taken 	<ul style="list-style-type: none"> knowledgePro software to automate the

			from students and alumni	feedback could be thought of. • Need to update the mobile no. of students
	Steps taken on the feedback		• Presented in BoS	• Record needs to be maintained

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going	No	<ul style="list-style-type: none"> No projects have been undertaken by faculty so far 	<ul style="list-style-type: none"> Management could initiate seed money for minor project. Faculty could write for minor and major project from private and public sectors
	Seminars / conferences attended	Yes	<ul style="list-style-type: none"> Only a few staff have attended many seminars and conferences (One person has attended 56) All of them have attended only a one-day seminar or conference. 	<ul style="list-style-type: none"> 2 day / 5 day seminars/conferences only accepted by UGC Promote many to attend
	Papers / articles / books Published	Yes	<ul style="list-style-type: none"> Only a few publication in Scopus Index / Citation index/ Google Scholar / SCI publications with IF 	<ul style="list-style-type: none"> Promote to publish in Scopus, Web of Science, UGC care list Promote all to publish giving seed money for each publication (25 staff x 1 publication per year x 5 year cycle leads to 125 solid papers)
	FDP / RC / OC / Training Program / Workshop	Yes	<ul style="list-style-type: none"> No Staff has done any FDP/RC/OC/Training Program for staff 	<ul style="list-style-type: none"> As per NAAC requirement, staff can be promoted to attend such programs at regular intervals
	Preparation of E-learning materials / Content	Yes	<ul style="list-style-type: none"> 200 e-content materials have been prepared by the staff Question Bank is available 	<ul style="list-style-type: none"> Need to check Plagiarism for the content uploaded in the website PPT – reference needs to be given at the end To upload the e-content in the website, college web id / mail could be initiated for every staff member by the college
	Acted as resource persons	Yes	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> All the staff members could act as resource persons
	M.Phil. & Ph. D awarded	Yes	<ul style="list-style-type: none"> Only 2 have completed PhD out of 25 staff & 1 is waiting for the viva Only 5 staff with M.Phil & SET/NET No. of M.Phil awarded is 47 	<ul style="list-style-type: none"> Recommend all to complete PhD / NET/SET

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	<ul style="list-style-type: none"> Boys' strength has increased but no. of girl students year wise gets declined 	<ul style="list-style-type: none"> Possible reason - Shift-II timing of the college for girls
	Students involvement in extra-curricular & Co-curricular activities	Yes	<ul style="list-style-type: none"> Students are involved in paper presentations, Seminars, Creative Writing Competitions, Fine Arts and Sports Book Review competitions among students is a fantastic idea to promote reading habits Students involve in teaching in schools, taking spoken English classes, Speak Smart Make Easy English programs etc. are well appreciated Department Magazine "Bouquet" is a good initiative. No. of activities in the last five years is limited taking into consideration the strength of the department as 600 students For each program the participation is minimum. 	<ul style="list-style-type: none"> Increase no. of Association Activities - plan for the year Department e-Newsletters could be thought of Department Magazine could be improved containing materials/writings/drawings/ from students in large number
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes	<ul style="list-style-type: none"> No Records 	<ul style="list-style-type: none"> Need to maintain report & certificate, Letter from the agency of the visit, Call letter, Van Invoice? Bills? Toll Gage? Or Permission letter from the Principal
	Achievements	Yes	No Records	<p>Students participation in state/national/international forum if any</p> <p>Records of students who have cleared competitive exams</p> <p>Awards received by students inside and outside the college</p>

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Infrastructure in the Department	No. of class rooms	Yes	Shift-I - 5 Shift-II - 7 Staff - 1 Spacious	Need to be maintained with LED bulbs For differently abled students - elevator could be installed
	No. of laboratories	Yes	Language Lab	Latest software could be installed Language lab could be used by students from other departments
	No. of computers - for teachers	Yes	1 computer	For 25 staff one computer is minimum. Laptops could be provided
	No. of computers - for students	Yes	Students use computers in the library	
	No. of computers - research scholars		WIFI facility is provided for scholars Research scholars use personal laptops	Many computers could be provided for Research Scholars
	No. of instruments		Smart Interactive Board, Computer, TV, Speakers, Head Phones, CDs etc.	Logbook needs to be maintained for stock of the instrument usage

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	Yes	No Functional MoU	MoU could be signed with agencies, colleges, government bodies
	Consultancy	Yes	No Records No Consultancy Policy is available No Revenue Sharing	Improve consultancy
	Collaborations	Yes	No records	More collaborations with departments, colleges, universities could be added
	Association Meetings	Yes	Periodical Meetings are conducted Information is displayed on the blackboard Minutes of the meetings is maintained	Circulars for the meetings need to be recorded and maintained with ref. no. and date signed by all faculty. At least one meeting per month could be done Plan of the year needs to be kept Drama Club, Fine Arts Club, Reading Club, Quiz Club could be created for development of skills among students
	Guest lectures	Yes	Individual Staff Profile and File maintenance is very much appreciated	Certificates need to be provided to the department file
	Conference / Seminar / Workshop conducted	Yes	5 one-day national seminars have been organized by the department in the last 5 years	Need to organize not one-day seminar or conferences but two or more days as per the UGC and NAAC requirement
	Extension Activity	Yes	Teaching Language skills in schools nearby, soft skills training to students	Need to organize many such activities as the no. of students in the dept. is enormous Students talents could be utilized
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Library Access Career opportunities Department Placement Cell	Career Counseling could be initiated for the PG and final year students Collaboration could be thought of with various other research centre and educational institutions
	Newsletters / Magazine	Yes	"Bouquet" Department Magazine is well appreciated	Add more creative works from students in the magazine

			Annual Souvenir "Mirror" is released every year	Publish e-newsletters every semester Maintain copy of the magazine or newsletter in the department file for verification
	Placement	Yes	Placement records are contradictory to the study pursued by the students. The record shows 14 UG & 12 PG students got Govt. job and 47 & 34 private jobs. (Note: most of the students employed in private are daily labourers/coolies) -	Call letter, Placed-Id card, salary slip Brochure, circular, photos, files, report could also be maintained in the dept beside College placement cell. Department Placement Cell could be instituted Training on Interview and soft Skills could be given by industry experts Interested Final year students can be given special training before the campus interview Job-Fair can be conducted every year

Please comment on SWOC Analysis :

Page 2 of 8

Strength:

1. Faculty is committed and dedicated for care of their student's growth and development. This commitment is very much visible in the increasing of student demand ratio every year.
2. Individual Staff Profile and File maintenance is very much appreciated.
3. E-Content, Video lectures more than 200 uploaded in the college website is really praiseworthy.
4. Encouraging peer learning and developing healthy competitive spirit among students is commendable.
5. Mentoring the slow learners through remedial coaching needs appreciation.
6. Yearly publication of department magazine "Bouquet" and Souvenir "Mirror" is creditable.
7. Conducting Book Review Competitions improves reading habits among students.
8. Passing out of 21 students in NPTEL courses in Swayam portal is admirable.

Weakness:

1. The pass percentage of students in NET and SET is nil.
2. There is a lack of diversity among the students for most them belong to this region.
3. The department research culture is very low and no. of research projects and publications is quite low.
4. Staff signing up for MOOC and NPTEL courses in Swayam portal is low.
5. No plagiarism check for PG projects.

Opportunities:

1. English for Career and Business English could be offered as certificate or value added courses.
2. ICT enabled teaching needs intensified.
3. Smart class rooms could be established in all classrooms.
4. Promote linkages with other academic bodies and industries.
5. Alumni reunion to be organized atleast one per year.
6. Department Library to be strengthened.
7. Department to conduct campus interview for PG students as Mock interview.
8. Department could institute Drama Club, Fine Arts Club, Reading Club, Quiz Club to develop skills among students
9. The department can publish e-newsletter.
10. Plagiarism software to be accessed by Staff and PG Students in the library.

Challenges:

1. All the members of the faculty are encouraged to complete PhD
2. More national/international seminars and conferences need to be organized
3. Teach English through English.
4. Extending seed money to department to conduct national / international seminars and project works – needs to be reflected in Annual budget
5. Staff are recommended to undertake major and minor projects

Best Practice (s) / Innovations of the Department:

- Book Review Competition to promote reading habits
- IDC to facilitate skilled learning among students

Future Plans of the Department:

1. One year Plan - To start a PhD programme
2. Five Year Plan -



Signature of the HoD with Seal
...N. Suresh Kumar, M.A., M.Phil., B.Ed.
Assistant Professor & HEAD,
PG & Research Dept. of English,
St. Joseph's College of Arts & Science (Autonomous),
Cuddalore - 607 001

Signature of the Academic Audit Experts

Department Academic Audit Report

Name of the Department : Department of Mathematics,
St. Joseph's College(Autonomous), Cuddalore

Date : 17-03-2021

Name, Designation and Address of Academic Audit Experts: Dr. A. LOURDUSAMY
IQAC Director & Associate Professor
Dept. of Mathematics
St. Xavier's College(Autonomous)
Palayamkottai

Members of Staff Present: All Members of the Department

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Experts are there Every year updated	Industry, Student expert can be included in Board of Studies Get feedback from alumni/students/employers
	Contents of the Curriculum		Content is enough in all courses. Bridge course is conducted for major also.	What is the Unique of the curriculum in the local, regional, global contexts? For bridge course in major, printed text material should be available.
	Validation done Programme Outcome Course Outcome		5 COs are there. PO/PSO/CO not up to the mark.	6 CO to be written forbidden Action verbs to be avoided PO/PSO/CO are to be rewritten. Bloom's Taxonomy can be followed in its strict sense.
	IDC / EDC/NME/SWAYAM/ Value Added Courses		3 Valued added Courses are offered. Give 30-hour schedule for value added courses together with staff report/attendance/sample test papers. Only one-year students join SWAYAM.	All the students can be motivated to join SWAYAM Increase the number of value-added courses offered by the Dept. Maintain the record of students registering & passing in SWAYAM/..etc..& collect the certificate of students passed in SWAYAM
	Credits allotted / distribution – logic		good	

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Curriculum Transaction	Teaching methods & teaching aids		<ul style="list-style-type: none"> • Chalkboard instruction • Classroom discussion • Current events quizzes • Group discussion • Guest speakers • Individual projects • Practical • Making posters • Research projects • Assignments • Video lessons • Teacher-Centered Approach to Learning, • Student-Centered Approach to Learning 	E-contents produced need to be more professional with plagiarism free and references to be included with proper acknowledgement.
	E-learning modules	Yes	<ul style="list-style-type: none"> • G Suite External link (Gmail, Docs, Sheets, Classroom, Drive, and Calendar) • Tablets/laptops • Education-focused social media platforms • Video lectures 	To be increased The LMS installed has to be flaw free with used ID and password for both staff and students.
	Project work UG/PG	Yes	PG-Project-The Students studying II PG doing project in 4 th semester from the academic year 2017-2018 onwards Hard copies of the project available in the department library, also in college library	Explore the possibility of plagiarism checking for M. Sc project and M. Phil Dissertation.
	Internal assessment – components – Uniqueness		The following method we have followed for the internal assessment <ul style="list-style-type: none"> • Slip test • Seminars • Assignment • Open book test 	50:50=Internal: External can be followed.

		Hard copies of the components mark sheet is available in the COE office	
Student support – remedial coaching		Taken remedial classes for the arrears students in every semester. Maintaining the attendance register also pass percentage of the students for those who attend the remedial class.	Action Taken Report to be available and to be discussed in Dept. Feedback from students may be obtained for the remedial classed. This may be useful to prepare action taken report.
Parents meeting – evaluation of student's progress		Parents teachers meeting have been conducted twice in a year to improve the students progress.	Outcome to be made available
Feedback from students		Copies of feedback are available in the college office	Scientific questionnaire must be there
Steps taken on the feedback		Some changes are brought in curriculum	Action Taken must be analyzed in Board of studies/Dept.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going		No Projects	Apply for projects to Govt. & Non Govt. agencies
	Seminars / conferences attended		Staff have attended	To be increased. Five-day FDP/Conferences to be attended by staff. Many teachers can participate in Seminars/Conferences.
	Papers / articles / books Published		Some papers are there	Papers not enough To publish in Scopus WOS, SCI indexed journals
	FDP / RC / OC / Training Program / Workshop		Staff members show interest	T.A/DA, Reg., can be given
	Preparation of E-learning materials / Content		Some are there	To increase e-learning materials. 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.
	Acted as resource persons		Only a few	To Improve
	M.Phil. & Ph. D awarded		4 or 5 Ph.D.	All must complete. All should become UGC qualified teachers.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Data not available in the Dept.	Orally Teachers say less demand is there.
	Students involvement in extra-curricular & Co-curricular activities	Yes	<ul style="list-style-type: none"> a. Every year, mathematics students participate in inter departmental competition b. Students also participate in department extra-curricular activities and also they participate in the other college programmes like dance competition, inter college competition and own the prizes c. Every year students participate in curricular activities like poster presentation, power point presentation, quiz competition and webinars conducted by Dept. d. Students participate in competition like quiz competition, problem solving programmes, power point presentations conducted by other college 	Chance for student participation to be increased
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes	<ul style="list-style-type: none"> a. Every year the final year students take up study tour b. Students participate in the VSL programme and extension activities In that first year will do the activities in the college campus, second year outside college. 	VSL can be for all. Maintain the report and evidence for having undertaken Study tour / industrial visits, etc...
	Achievements	Yes	Students are participating in the competition and own the prizes in different area like sports, NSS, NCC, cultural events	Students can be motivated to join programmes like MTTS by NBHM. Maintain the record and evidence for the achievements of students.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Infrastructure in the Department	No. of class rooms	Yes	9 class rooms	In each room LCD can be installed
	No. of laboratories		2	Licensed software to be procured for computer labs with proper invoice and bills.
	No. of computers – for teachers	Yes	2	Log book to be maintained for the usage.
	No. of computers – for students		Labs to be used	For the Dept. of Mathematics, lab can be established exclusively
	No. of computers – research scholars	Yes	Yet to get	Scholars may be provided computer with net
	No. of instruments	Yes	1	Log book to be maintained for the usage.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	No	Activities to be carried out with MOU	At least 5 MOU must be established.
	Consultancy	No	Policy at the college level to be available	May be provided to nearby school teachers
	Collaborations	No	Collaboration to be established	For research, student training, it is a must
	Association Meetings	Yes	There are meetings. Reports available	Still, it could be increased. Circulars/notices to be maintained together with the report and the report has to be signed by the staff-in-charge and attested by the HOD/Principal/any other concerned official.
	Guest lectures	Yes	A few staff engaged in it	More staff should undertake
	Conference / Seminar / Workshop conducted	Yes	A few Records available	To be increased Reports to be signed by staff
	Extension Activity	Yes	Good no. of activities	VSL to be made for all A system must be in place to introduce VSL for all students.
	Interaction with Industry / Research Centres / Educational Institutions	No	To explore	Establish interaction
	Newsletters / Magazine	No	e-script can be made available	e-script is require no cost.
Placement	No	To explore. To increase the number of students getting Govt. jobs	To explore Job fair may be conducted.	

Please comment on SWOC Analysis:

Strength:

- Department has dedicated and motivating staff.
- Department is offering value added courses such as Latex & mathematics for competitive exam and records are maintained for the same.
- E-resources are available in the Dept./College for teaching- learning process.
- University recognized certificate course is offered by the department.
- 5 Course Outcomes are written
- Final year students participate in Swayam online courses.
- More than 6 staff members from the department have taken classes for the students to face competitive exam apart from regular working hours
- Bridge course is conducted for 1 year UG students
- Result analysis is done and remedial classes are conducted.
- Daily activities of the department are recorded in the chronicle register
- Students are motivated to participate in any one of the following activities
 - Seminar
 - Poster presentation
 - Quiz competition
 - Paper presentation
- Monthly lesson plan for each subject is prepared by the staff members and the same is uploaded in the ERP portal.
- Department is engaged with different extension activities like NSS, NCC, YRC, RRC, VSL etc. and each student take part in any one of the activities.
- Learning management system is available in the college for both staff and student.
- Department has smart class room facility.
- Mentor/Mentee record is maintained in the department.
- Extension activities are carried out.

Weakness:

- Department has not maintained documentation for action taken report for result analysis
- There is no project carried out in dept.
- Department has no linkages and MOUs
- Less number of papers in scopus, web of science, science citation indexed journals.
- Lack of lab facilities.
- Lack of funding to conduct international conferences.

Opportunities:

- Chronicle register can be expanded in the form of Newsletter containing all the activities carried out by the department together with the detailed reports, photos, circular, brochure etc. and the report of the activity should be signed by the staff in charge affixing his/her seal and it can be attested by Principal/Vice-Principal/HOD/Concerned Official.
- All students can be motivated to join Swayam online course
- Documentation for add on courses can be strengthened with details in terms of certificates, 30-hr schedule, report of the teaches, attendance, photos etc...
- Separate file should be maintained for Swayam online courses along with the certificates.
- LCD projectors for all class rooms can be fixed
- Action taken report should be prepared for result analysis.
- Refinement of CO, PSO & PO for each course is needed
- There should be 6 course outcomes for each course rather than five outcomes. The level of cognitive complexity should be fixed for each course outcome.
- Evaluation of attainment of course outcome can be undertaken.
- Also, in setting question paper the level of course outcome and cognitive complexity can be mentioned against each question.
- All teachers can complete Ph.D as early as possible.
- All teachers should quality as per UGC norms.

Challenges:

- Introduce more value-added courses and certificate courses.
- Field projects should be introduced
- Attainment of PO/PSO/CO can be undertaken. This will definitely enhance the Self Study Report that the college is going to prepare.

Recommendation:

- 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
-

Feedback for the curriculum can be collected form the following 5 stakeholders

- Students
- Teachers
- Employers
- Alumni
- Parents

- 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 for feedback
- 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.
- VSL can be extended to all students. A system must be put in place for introducing VSL for all.
- 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
- For differently abled, infrastructure 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
- The Dept. has smart class facility. It should be used optimally. Log book should be maintained for the usage.

Best Practice (s) / Innovations of the Department:

- ✓ Providing basic knowledge about mathematics for all the freshers of UG students.
- ✓ Endowment scholarship are provided for both students and staff members.
- ✓ Staff members and students come forward to help economically backward students for paying fees.
- ✓ Updating syllabus to improve skills.
- ✓ Providing Remedial classes for slow learners.
- ✓ Conduct of Village extension program.

Future Plans of the Department:

PLAN FOR ONE YEAR

- To conduct more competitive exams classes and career counseling programs.
- To motivate the students for higher education.
- To motivate the final year students to attend more Civil service / Bank exams / Coaching classes
- To motivate the students to participate in more National / International sports / cultural activities.

PLAN FOR FIVE YEARS

- To Organize more International Conferences
- To get more Ph.D guideship
- To get more research articles / books in Department library
- To encourage the staff / students to publish more papers in UGC referred journals
- To start a mathematics research lab



Signature of the HoD with Seal

Signature of the Academic Audit Experts

Dr. J. JON AROCKIARAJ, M.Sc., M.Phil., Ph.D.
Head & Vice Principal
& Research Department of Mathematics
St. Joseph's College of Arts & Science
(Autonomous)
Cuddalore - 607 001

Department Academic Audit Report

Name of the Department: Dept. of Psychology

Date: 17/03/2021

Name, Designation and Address of Academic Audit Experts:

Emmanuel Arockiam, S.J., Ph.D.

Members of Staff Present:

Dr. E. Ruby Violet Rani

Dr. R. Sembayan

Dr. K. BALANARUNAN.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes		
	Contents of the Curriculum	Yes.	The course on Value Education has a unit on values. The rest are connected with ^{psychology}	The new syllabus would suffice.
	Validation done Programme Outcome Course Outcome	Yes.	Students are met in Counseling.	It is excellent that the staff are able to meet all the students in Counseling.
	IDC / EDC/NME/SWAYAM/ Value Added Courses			
	Credits allotted / distribution - logic		2 credit course Allied subject. credits are enough.	The program is revamped for the next academic year.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes	PPT, Role plays, etc. Seminars, etc.	
	E-learning modules	Yes	YouTube	
	Project work UG/PG	Yes	Poster presentation	
	Internal assessment – components – Uniqueness	Yes	Role plays are conducted. Marks are given.	
	Student support – remedial coaching	Yes	In the form of counseling.	
	Parents meeting – evaluation of student's progress	Yes,	If a student has any serious problems, the parents are invited.	
	Feedback from students	Yes	Good feedback from students.	
	Steps taken on the feedback	Yes	Counseling is helpful.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects completed / on going	Yes	One extension project.	
	Seminars / conferences attended	Yes	Seminars are conducted by the staff. They also attend seminars.	
	Papers / articles / books Published	Yes	one staff publishes articles periodically.	
	FDP / RC / OC / Training Program / Workshop	Yes.	the staff have attended.	
	Preparation of E-learning materials / Content	Yes	For Youtube	
	Acted as resource persons	Yes	Going to schools	
	M.Phil. & Ph. D awarded	No		

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	No	This is an allied subject.	
	Students involvement in extra-curricular & Co-curricular activities	Yes	Students from various departments participate in poster presentation for the World Mental Health Day.	
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes.	They conduct field visits for awareness.	
	Achievements			

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Infrastructure in the Department	No. of class rooms	No	They share the rooms which are part of other depts.	
	No. of laboratories	No		
	No. of computers – for teachers	Yes	one in the Dept.	
	No. of computers – for students	No		
	No. of computers – research scholars	No		
	No. of instruments	No		

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	No		
	Consultancy	Yes.	One staff is involved Mental Health Research Centre, Ramnagar.	
	Collaborations	No		
	Association Meetings	No		
	Guest lectures	Yes	A few experts are invited for talks.	
	Conference / Seminar / Workshop conducted	Yes		
	Extension Activity	Yes		
	Interaction with Industry / Research Centres / Educational Institutions	Yes.		
	Newsletters / Magazine	No	Not within the campus.	
	Placement	No		

Please comment on SWOC Analysis :

Strength: The staff are passionate about imparting knowledge about psychology. They are meeting the students in individual and group counseling. They are involved in various activities.

Weakness: It is only an allied subject. They staff are able to meet only the IUG students.

Opportunities: Psychology and counseling are indispensable for the wellbeing of students, staff and parents. The counseling services could be extended to all the stakeholders. This could become a separate Dept.

Challenges: A new building has to be constructed for the Dept. If the new Dept were to be started, recruiting qualified staff in psychology would be difficult.

Best Practice (s) / Innovations of the Department: many activities to create awareness, YouTube materials, Poster Presentations, Personal counseling to the first years, field visits, writing articles.

Future Plans of the Department:

1. One year Plan starting B.Sc. Psychology.
2. Five Year Plan

[Handwritten Signature] 17/3/21

Signature of the HoD with Seal
Assistant professor & Head
Department of Psychology
St. Joseph's College of Arts & Science
Ududalore - 1

[Handwritten Signature]

Signature of the Academic Audit Experts

Department Academic Audit Report

Name of the Department : Statistics

Date : 17/3/21.

Name, Designation and Address of Academic Audit Experts:

Dr. T. Rajaretnam
Associate Professor of Head,
Dept of Mathematics,
St. Joseph's College (Autonomous)
Trichy.

Members of Staff Present:

1. Mrs. Meenay Anthony
2. Dr. R. Saranraj
3. Dr. M. Vijayalakshmi
4. Mrs. B. Vijayakumar

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes.	As consultation among the internal staff for framing the syllabus	
	Contents of the Curriculum	Yes	O.K.	
	Validation done Programme Outcome Course Outcome	Yes — —	Through % of passing	
	IDC / EDC/NME/SWAYAM/ Value Added Courses	Yes.	O.K.	
	Credits allotted / distribution - logic	Yes	O.K.	

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Faculty Profile	Projects completed / on-going	Yes.	Two / internal budget	
	Seminars / conferences attended	Yes.		
	Papers / articles / books Published	Yes.	9 in 5 years. O.K.	
	FDP / RC / OC / Training Program / Workshop	Yes.	3 4 ^{O.K.} - appreciable	
	Preparation of E-learning materials / Content	Yes.	O.K.	
	Acted as resource persons	Yes	online.	
	M.Phil. & Ph. D awarded	<u>Ph.D. 1</u>		

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	—		
	Students involvement in extra-curricular & Co-curricular activities	—		
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	—		
	Achievements	Yes	on-site certificate	

Criterion	Items	Verification Yes / No	Comments	Suggestlons for improvement
Infrastructure in the Department	No. of class rooms	—		
	No. of laboratories	—		
	No. of computers – for teachers	one	one,	
	No. of computers – for students	—		
	No. of computers – research scholars	—		
	No. of instruments	—		journal needed,

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI. Activities of the Department	MoUs signed	—		
	Consultancy	—		
	Collaborations	—		
	Association Meetings	Yes.	regular.	
	Guest lectures	Yes	regular.	
	Conference / Seminar / Workshop conducted	Yes	workshop.	
	Extension Activity	Yes	Shuda 15 collectij data.	
	Interaction with Industry / Research Centres / Educational Institutions	—		
	Newsletters / Magazine	—	—	
	Placement	—		

Please comment on SWOC Analysis :

Strength:
 • conducting numerical aptitude test for student which will be helpful for competitive exams.
 • Helping research scholars of other depts. for carrying out their research analysis.

Weakness:
 No major courses.
 cordial relationship among the staff in the dept.
 To do research work in the dept.

Challenges:
 We are facing students without maths background.

Best Practice (s) / Innovations of the Department:
 Remedial classes for slow learners.
 CIA improvement for students / Honouring the students who secured 100% marks in Statistics.

Future Plans of the Department:
 1. One year Plan
 2. Five Year Plan
 To have a national conference in Statistics, Apply for minor Project from UIC.
 To start the B.Sc Statistics programme.
 Research project.
 To intensify the research activities completely Ph.D all staff in the dept.

Signature of the HoD with Seal
 Mrs. Mercy Anthony
 Asst. Prof. & Head
 Dept. of Statistics

Signature of the Academic Audit Experts
 Rajidham

St. Joseph's College of Arts & Sc (Autonomous), Cuddalore.


Department Academic Audit Report

Name of the Department : TAMIL

Date : 17.03.2021

Name, Designation and Address of Academic Audit Experts:

DR. P. BALASUBRAMANIAN
ASST. PROF. & HEAD (S-2)
PG & RESEARCH DEPT. OF TAMIL
SACRED HEART COLLEGE (AUTONOMOUS)
TIRUPATTUR - 635601.
TIRUPATTUR DIST.


Dr. P. BALASUBRAMANIAN
Assistant Professor & Head (S-2)
PG & Research Dept. of Tamil
Sacred Heart College (Autonomous)
Tirupattur - 635 601, Tirupattur Dt.

Members of Staff Present:





Dr. M. Vanathaiam Associate Professor

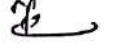



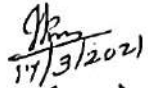

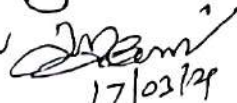
Dr. A. Annammal ASST Prof

Dr. A. Soumitra Asst Prof

J. Arokiaadon Asst prof

Dr. F. Christy Belina. Asst. Prof.

Dr. J. Dewadena . Asst. Prof. 
 Dr. A. MADELINE Asst. Prof. 
 Mrs. A. GRACY JANOVA. ASST. PROF. 
 Mrs. S. LEEA Asst. Prof. 
 Ms. RITA MARY Asst. Professor. 
 Dr. AGNES MARY. S. ASST. PROFESSOR 
 Mr. A. JOHNBOSCO. Asst Professor 
 17/03/21

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	yes	சிறப்பாக உள்ளது	கல்வியார் உட்கார் அழுக்கு கார்ட்டு (டைப்யூ)கள் வைக்கலாம். கைக்கணத்தின் குணமுயல்து கார்ட்டு நூல் பாடத்தின் செருக்கை
	Contents of the Curriculum	yes	சிறப்பாக உள்ளது	-
	Validation done Programme Outcome Course Outcome	yes	-	-
	IDC / EDC/NME/SWAYAM/ Value Added Courses	yes	மாணவர்களுக்கு உரை நலம் கார்ட்டு மதுப்பிட்டுக் கல்வி பாடமாக வைத்துள்ள சம்பிய	-
	Credits allotted / distribution - logic	yes	-	-

Criterion	Items	Verification Yes/No	Comments	Suggestions for Improvement
Curriculum Transaction	Teaching methods & teaching aids	YES	உதாரணம் நடைபிடிப்பதைப் பயன்படுத்திப் பரமம் ஒதுக்கம் செய்து கொடுக்கிற சிறப்பாகவே.	உதாரணம் பாடங்களை/சுற்றுச்சூழல் பயன்படுத்தும் நேரங்களை ஆய்வுப்படுத்த வேண்டும்.
	E-learning modules	YES	-	-
	Project work UG/PG ✓	YES	-	பாடத்திட்டத்திற்குள்ளேயே 5-அலகு அலகில் சூழ்ச்சித்திட்டப் பணி கொடுக்கலாம்.
	Internal assessment – components – Uniqueness	YES	சிறப்பாக உள்ளது	-
	Student support – remedial coaching	YES	மாணவர்கள் மீது அதிகமான சிறப்பாகப் பாடல்களை நடத்திக் கொடுக்கிறார்கள்	மாணவர்களை அருகேயே ஆய்வுப்படுத்த வேண்டும்
	Parents meeting – evaluation of student's progress ✓	YES	-	-
	Feedback from students	YES	-	குறிப்பிட்டுக் கொள்ள மாணவர்களுக்கு மட்டும் தனியாகப் பின்புலத்திற்கு கருத்துகளைப் பெற ஆய்வுப்படுத்தலாம்.
	Steps taken on the feedback	NO	-	மாணவர்களைக் கருத்துக்கு திறமையான ஏடுகள் நடவடிக்கைகள் பற்றி ஆய்வுப்படுத்திகள் செய்யும்.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Faculty Profile	Projects Completed / on going	NO	-	UGC, தமிழ்நாடு, மத்தியத் திழைபாடு நிறுவனம், ICHR - கன்யாபிர. அமைப்புகள் டி.கே.சி. ஆய்வுத்திட்ட நிதி உபகிரக வெளிக்கீழ்க் கவனம்.
	Seminars / conferences attended	YES	இறப்பு	-
	Papers / articles / books Published	YES	இறப்பு	ஆசிரியர்கள் நூல்கள் உபநிவிட வேண்டாம்.
	FDP / RC / OC / Training Program / Workshop ✓	YES	நன்று	MHRD நடத்தக்கூடிய MOOCs, FDP, orientation, Refreshed கவனிப்பு காரணம் வெளிக்கீழ்க் கவனம்.
	Preparation of E-learning materials / Content ✓	YES	-	course material - உப ஆய்வுகளை வெளிக்கீழ்க் கவனம்.
	Acted as resource persons ✓	NO	-	பிற கல்வியாளர் நிறுவனம் - கருத்துச் சொல்லுபவர்களைக் குறைக்க கவனம் வெளிக்கீழ்க் கவனம்.
	M.Phil. & Ph. D awarded ✓	NO	-	கொண்டிப் பட்ட ஆய்வுப் படிப்பிற்கான அளிக்காமல் உப வெளிக்கீழ்க் கவனம்.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength) ✓	yes	நன்று	தமிழ்த்தொடர் மாணவர்களை மட்டும் தனியாகப் பரிசீலித்து ஆவணப்படுத்த வேண்டும்.
	Students involvement in extra-curricular & Co-curricular activities ✓	yes	நன்று	மாணவர்களின் ஸ்டூடென்ட் கிரூப் மெம்பர்ப் பட்டியலை அளிக்க ஒன்றை வேண்டும்.
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects ✓	yes	நன்று	நிகழ்வுகளை ஆவணப்படுத்த வேண்டும்.
	Achievements	yes	நன்று	ஆவணப்படுத்த வேண்டும்.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Infrastructure in the Department	No. of class rooms	yes	1508121	—
	No. of laboratories	yes	1508121	—
	No. of computers – for teachers	yes	1508121	—
	No. of computers – for students	yes	—	—
	No. of computers – research scholars	—	—	—
	No. of instruments	—	—	—

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed ✓	NO	-	புற நிறுவனங்களுடன் துணைபுரிக் புரிந்தணர்வு அபிவிருத்தித் திட்டம் அகணா ஆய்வகத்தைக்கொண்டு
	Consultancy ✓	-	-	-
	Collaborations ✓	-	-	-
	Association Meetings ✓	YES	நின்று	மாணவர்கள் பங்கேற்றமைப்பு ஆவணப்படுத்தல் வேண்டும். Follow the VISITORS. Note.
	Guest lectures ✓	YES	நின்று	நிழற்படத்தூண்ட ஆவணப் படுத்தல் வேண்டும்
	Conference / Seminar / Workshop conducted ✓	YES	நின்று	நிழற்படத்தூண்ட ஆவணப் படுத்தல் வேண்டும்
	Extension Activity ✓	YES	நின்று	அணா கார்த்த கல்வி நிகழ்வு அகணா ஆவணப் படுத்தல் வேண்டும்
	Interaction with Industry / Research Centres / Educational Institutions ✓	-	-	-
	Newsletters / Magazine ✓	YES	நின்று	சுற்றுப்புறத்திலும் பயனுடைய மாணவர்களுக்கெதிராக கல்வியை கொடி நட்டிக்கலாம்.
	Placement	YES	நின்று	மாணவர்களுடன் ஆசிரியர் கூட நல்ல புரிந்தணர்வுடன் புற அலர்களைத் துணைபுரிக் உதவி வேண்டும்.

Please comment on SWOC Analysis :

Strength: அனைத்து ஆசிரியர்களும் சூடும்பப் பாங்குடன் படுகுவது .
ஆசிரியர்களின் பாட அறிவுத்திறன் .
ஆசிரியர்களின் கூட்டுறவுப்பு .

Weakness: நிகழ்வுகளை ஆவணப்படுத்துதலில் கவனம் குறைந்தமை (கவனம் குறைந்த வேண்டும்)

Opportunities:

Challenges: கிராமப்புறச் சூழலில் கருங்கி/உயர்வெறி பின்புலத்தடன் வரும் மாணவர்களுக்குக்
-கல்வி கற்படுத்த, அவர்களைப் பக்குவப்படுத்துவது உடும் சவாக கருக்கிறது .

Best Practice (s) / Innovations of the Department: புதிய சூந்தனைகளுடன் மாணவர்களை வடிநடத்தவது/
உதாழல்நிடுபங்களைப் பயன்படுத்தி உருவப்படுத்து .

Future Plans of the Department:

1. One year Plan - தட்டல் வேண்டும் - கிதன் அடிப்படையால் பணிகளைச் செய்வ வேண்டும்
2. Five Year Plan - தட்டல் வேண்டும் -

Signature of the HoD with Seal

Dr. M. VANATHAJAN, M.A., Ph.D.,
Asso Professor & Head,
Department of Tamil,
St. Joseph's College of Arts & Science
(Autonomous), Tirupattur - 635 601

Signature of the Academic Audit Experts

Dr. P. BALASUBRAMANIAN
Assistant Professor & Head (S-2)
PG & Research Dept. of Tamil
Sacred Heart College (Autonomous)
Tirupattur - 635 601, Tirupattur DL



St. Joseph's College CUDDALORE <josecol27998@gmail.com>

Fw: Academic Audit - Zoology

1 message

Fatheralex Arulthas <fatheralex@yahoo.co.in>
To: "St. Joseph's College CUDDALORE" <josecol27998@gmail.com>

23 March 2021 at 13:55

----- Forwarded message -----

From: Senthilkumar <senkumar68@gmail.com>
To: "fatheralex@yahoo.co.in" <fatheralex@yahoo.co.in>
Sent: Friday, 19 March, 2021, 01:12:56 pm IST
Subject: Academic Audit - Zoology

Dear Fr.,

Greetings from St. Joseph's College, Trichy. Herewith, I am forwarding the Academic Audit Report for your kind information.

Thanks for inviting me.

With regards,
S.R.SENTHILKUMAR Ph.D.
Head, Department of Botany
St. Joseph's College (Autonomous)
Nationally Accredited with A++ by NAAC
National Heritage Institution-UGC
Tiruchirappalli-620 002,INDIA

 Department Academic Audit Report - Format - 2020-2021-converted.docx
31K

Department Academic Audit Report

Name of the Department : Zoology

Date : 17-03-2021

Name, Designation and Address of Academic Audit Experts:

**Dr. S.R. Senthilkumar,
Associate Professor and Head, Department of Botany,
St. Joseph's College (Autonomous), Trichy**

Members of Staff Present:

HoD and Faculty members

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	1. Paper code can be included in the course pattern 2. Extra credit can be mentioned separately in the course pattern along with core credits.	Swayam program can also be included in 4 th semester.
	Contents of the Curriculum	Yes		Credit weight age can be given to core papers than the allied courses.
	Validation done Programme Outcome Course Outcome	Yes		Knowledge level can be included in each course outcome
	IDC / EDC/NME/SWAYAM/ Value Added Courses	Yes	Appreciable	Visit to other centers to get more exposure.
	Credits allotted / distribution – logic	Yes		Awards and credits are equal for few courses. For such cases the priority can be given to core papers.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes		LCD facility can be improved adding 2 more.
	E-learning modules	Yes		1. Study materials, video lectures, practical manual can also be used.
	Project work UG/PG	Yes		Project work can be included in the course pattern.
	Internal assessment – components – Uniqueness	Yes	Good	Open test, snap test, group discussion can also be included.
	Student support – remedial coaching	Yes	No separation for fast and slow learners.	Some modules can be given to fast learners.
	Parents meeting – evaluation of student's progress	Yes		Parents' meeting can be conducted at department level. Feedbacks can be submitted directly to the department.
	Feedback from students	Yes		
	Steps taken on the feedback	Yes		Feedback analysis can be followed by a common template.

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
Faculty Profile	Projects completed / on going	Yes		Minor projects, workshop related projects can be applied to various funding agencies.
	Seminars / conferences attended	Yes		Regional and state level conferences can be organized in department specific disciplines.
	Papers / articles / books Published	Yes		Students can be part of magazine preparation, if possible at least one per semester.
	FDP / RC / OC / Training Program / Workshop	Yes	Good	Faculty can also organize.
	Preparation of E-learning materials / Content	Yes		At least 2 video lectures can be prepared per semester by each faculty.
	Acted as resource persons	Yes		Documents can be generated.
	M.Phil. & Ph. D awarded	Yes		Qualified faculty as per UGC

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Good	
	Students involvement in extra-curricular & Co-curricular activities	Yes	Activities are noticed In Sports.	Students can be encouraged and allowed to participate in various competitions to expose the department outside.
	Study tour / industrial visits / exhibitions / Internship / Training/Field Visits/Projects	Yes		More visits and exposure to the students is the need of the hour. So the department can plan more such activities such as internship and visitations.
	Achievements	Yes		Need more attention .

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
Infrastructure in the Department	No. of class rooms	Yes		
	No. of laboratories	Yes		
	No. of computers – for teachers	Yes		2 more systems can be provided for the faculty enrichment at department level.
	No. of computers – for students	No		At least one system can be provided for student purpose.
	No. of computers – research scholars	No		--
	No. of instruments	Yes	Only 2 types instruments are available (microscope and colorimeter).	Few more basic instrumentation facilities can be upgraded.

Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
VI. Activities of the Department	MoUs signed	No		Minimum one MoU can be signed
	Consultancy	No		Consultancy file can be maintained separately.
	Collaborations	No		Yet to start.
	Association Meetings	Yes	Good	
	Guest lectures	Yes	Good	
	Conference / Seminar / Workshop conducted	Yes	one webinar organized	Few more webinars, if possible.
	Extension Activity	Yes	Good	
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Fair	Need more colobration.
	Newsletters / Magazine	No		Department can have separate news letter once in a year with the support of students.
	Placment	No	1 candidate selected	Need More attention

Please comment on SWOC Analysis :

Strength:

- Conducting many Environmental Awareness programs
- Offering Self Employable Courses and Training Programs
- Conducting Value Added Courses
- Organizing Village Developmental Programs

Weakness:

1. Most of the Students coming are studied in tamil medium till the school level. So it is hard to cope up with the syllabus in English.
2. Most of the Students are from rural background.

Opportunities:

- Our college is providing free wifi to the students and staff.
- Giving Entrepreneurship training programs
- Giving skill development program

Challenges:

Most of the Students are from rural background and facing difficulties in studying in English

Comments:

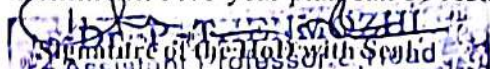
As per recent norms Threats can be the last parameter instead of Challenges. The department SWOT can be improved once again.

Best Practice (s) / Innovations of the Department:

Future Plans of the Department:

1. One year Plan
 - Ornamental Fish keeping will be given as Non Major Elective.
 - Horticulture Training programmes will be given as value added course
2. Five Year Plan
 - Going to start PG in Zoology
 - Going establish Laboratory
 - Going to start releasing of Department Magazine.
 - Will try to get research projects from various funding agencies.

Comment: Five-year plan can be restricted in to two.


Signature of the Professor with Seal
Department of ZOOLOGY
of Arts & Science (Autonomous)

Signature of the Academic Audit Experts
Dr. S.R. Senthilkumar